



**Technical Advisors in AIDS and Child Survival Program (TAACS)
23rd Quarterly Report**

Contract # HRN-C-00-98-00006-00 (TAACS III)

Contract # GPH-C-00-01-00006-00 (TAACS IV)

August 1, 2004 – October 31, 2004

OVERALL CONTRACT PERFORMANCE

The long-pending transfer of CTO responsibilities from Bob Emrey, GH/HIDN/HS, to Sharon Carney, GH/PDMS, took effect in early September 2004. With this transfer, CEDPA was also assigned an alternate CTO, Laura Harley, GH/HIDN/HS, who will assist Ms. Carney in the day-to-day administration of the TAACS Program. CEDPA looks forward to continuing its longstanding positive relationship with USAID, and the Bureau for Global Health in particular, through Ms. Carney and Ms. Harley.

PERSONNEL

Start of Contract

During this quarter, CEDPA placed the following six individuals:

James McCloud	Primary Education Development Advisor, USAID/Afghanistan (TAACS IV). Mr. McCloud started on September 10, 2004.
Susan Monaghan	HIV/AIDS Advisor for Care, Treatment and Support, USAID/Tanzania (TAACS III). Ms. Monaghan started with USAID/Tanzania on September 15, 2004.
Maryinez Lyons	Senior Prevention and Multisectoral Advisor in HIV/AIDS, REDSO/ESA (TAACS III). Ms. Lyons replaced Janet Hayman and started her TAACS contract on September 16, 2004.
Paul Mahanna	Resources and Planning Specialist, GH/OHA (TAACS III). Mr. Mahanna started on September 20, 2004.
Seema Agarwal-Harding	Senior Education Advisor, Asia and the Near East Bureau (TAACS IV). Ms. Agarwal-Harding started her TAACS contract on September 27, 2004.
Janet Hayman	Senior Technical Advisor for HIV/AIDS and Tuberculosis, USAID/India (TAACS IV). Ms. Hayman transferred from REDSO/ESA (Nairobi) to USAID/India on October 1, 2004.

Selected Candidates

As of October 31, 2004, the following six finalist candidates have been selected and are in the course of completing the hiring and placement process (five new TAACS and one transfer):

Ann Lion Coleman	Reproductive Health Advisor for Training and Performance Improvement, GH/PRH/SDI (TAACS III). Ms. Lion Coleman replaced Jim Griffin who transferred to USAID/Afghanistan in July 2004. She will start her TAACS contract on November 5, 2004.
Shelagh O'Rourke	Care and Treatment Advisor, REDSO/ESA, Nairobi (TAACS IV). Ms. O'Rourke will transfer from USAID/Nigeria to REDSO/ESA on November 15, 2004.
Nahed Matta	Senior Maternal and Newborn Health Advisor, GH/HIDN/MCH (TAACS III). This is a replacement position for Patricia Stephenson, who completed her contract with CEDPA in July 2004. Ms. Matta will start her TAACS contract on November 29, 2004.
Lyndon Brown	Asia and the Near East Regional Specialist, GH/RCS (TAACS III). This is a replacement position for Cathy Thompson, who resigned her position on July 31, 2004. Mr. Brown will start his TAACS contract on December 15, 2004.
Kellie Stewart	HIV/AIDS Advisor, USAID/Honduras (TAACS IV). Ms. Stewart anticipates joining USAID/Honduras on January 3, 2005.
Don Holsinger	Senior Basic Education Advisor, USAID/Egypt (TAACS III). This is a replacement position for Michelle Ward-Brent, who completed her contract with CEDPA in August 2004. Mr. Holsinger will start his TAACS contract at USAID/Egypt on January 12, 2005.

Recruitment Underway

Recruitment is underway, as of October 31, 2004, for three health positions and one education position as follows:

- HIV/AIDS Prevention and Behavior Change Communication Specialist, Regional HIV/AIDS Program, Swaziland (TAACS IV).
- Strategic Information Manager, USAID/Nigeria (TAACS IV).
- Child Health Advisor, GH/MCH/HIDN (TAACS IV).
- Senior Education Specialist, EGAT/ED, formerly known as the Basic Education Field Support Advisor (TAACS III). This position was put on hold in November 2003 and resurrected in March 2004 by USAID. It is the follow-on position to the one held by Mitch Kirby in AFR/SD.

Position on Hold

Reproductive and Child Health Team Leader, USAID/Indonesia (TAACS IV). CEDPA received the scope of work and transmittal for this position on February 13, 2004, as a follow-on to Monica Kerrigan, who was scheduled to leave post in June 2004. A month later, CEDPA received an email from Molly Gingerich, Ms. Kerrigan's supervisor, indicating that Ms. Kerrigan agreed to a one-year extension of her contract. Therefore, the Mission requested this position be put on hold until June 2005 when it may be re-recruited.

Prevention of Mother to Child Transmission and Antiretroviral Technical Advisor, USAID/Nigeria (TAACS IV). This position is on hold while the mission reevaluates its internal staffing needs.

Positions cancelled

- Senior Education Policy Officer, USAID/Indonesia (TAACS IV). This position was put on hold in July 2004 the Mission requested that CEDPA terminate negotiations with the selected candidate. The position may be re-announced once the Mission reevaluates its staffing needs.
- Higher Education Development Advisor, USAID/Afghanistan (TAACS IV). The Mission cancelled this position as the individual selected for the Basic Education Development Advisor (Jim McCloud) was considered by the Mission to be capable of covering the responsibilities of both positions.
- Senior Education Advisor, USAID/Yemen (TAACS IV). First announced as a US PSC position, and then assigned to the TAACS Program, the Mission chose to cancel this position as no suitable US citizen could be identified through either mechanism.

Contract Renewals and Extensions

At USAID's request, CEDPA renewed or extended the contracts of the following nine TAACS:

Estelle Quain	Renewed for two years to August 6, 2006.
Cheryl Sonnichsen	Extended to September 27, 2006.
John Novak	Extended to September 27, 2006.
Jim Allman	Extended to September 27, 2006.
Susan Bacheller	Extended to September 27, 2006.
Christine Sow	Extended to September 27, 2006.
Alan Bornbusch	Extended to September 27, 2006.
Tim Clary	Extended for six months to January 10, 2006.
Milly Howard	Extended for one year to January 26, 2006.

Completion of Tour/Resignations

CEDPA experienced one completion of tour and two resignations during this quarter:

- Elizabeth Fox resigned on September 7, 2004, to assume the direct hire position of Deputy Director in the Bureau for Global Health. Elizabeth had been with the TAACS Program since August 1999.

- Michelle Ward-Brent resigned on August 29, 2004, after five years as the Basic Education Advisor at USAID/Egypt.
- Pamela Allen completed her TAACS contract as Education Officer at USAID/Ghana on September 9, 2004.

ADMINISTRATIVE AND TECHNICAL SUPPORT

At the beginning of this quarter, CEDPA was providing administrative support for 66 TAACS (54 Health and 12 Education); at the end of this quarter, CEDPA was supporting 67 TAACS (55 Health and 12 Education) a net increase of one. CEDPA is completing the hiring process or actively recruiting for an additional 10 positions, which, assuming no dropouts would bring CEDPA to a total of 77 active positions under the CEDPA TAACS Program.

Computers

During this quarter, WDSG procured two laptop computers and reassigned one desktop computer and one laptop computer. This equipment was originally purchased for an Afghanistan position; however, the Mission reevaluated its computer configuration and decided that it was best to provide the TAACS assigned to Afghanistan with Mission-purchased and supported equipment. WDSG also provided a significant amount of technical support to many TAACS based in Washington and overseas; this support included technical advice, numerous repairs, and additional materials such as toner cartridges, printer cables, and special purpose software. Procurement, repair and technical support details can be found in the attached WDSG reports (Attachment 2).

In addition to the computer equipment purchased through WDSG, CEDPA procured two personal digital assistants (PDAs) for Washington-based TAACS and five flash drives for TAACS located in Washington and overseas this quarter.

Compensation

As reported in previous quarterly reports, the US government eliminated the ES-6 salary level, which was employed by USAID as the ceiling for salaries for all contract employees. Pending revised contractor salary guidance from USAID, CEDPA held the salary ceiling for TAACS at the 2003 ES-6 level of \$134,000 through the first eight months of 2004. On August 31, 2004, USAID issued AAPD 4-11, "Revised Contractor Salary Approval Threshold Policy/Procedures," which presented a new contractor salary ceiling of \$145,600. Notification of this change was sent to all TAACS on September 9, 2004 (Attachment 3).

Training

The TAACS Program conducted its semi-annual training course, "Essential Training for PHN and Education Technical Advisors" July 26-30, 2004. John Pielemeier, the former TAACS Program Director, facilitated the course. The course's evaluation is included as Attachment 4. CEDPA is currently working with Mr. Pielemeier and USAID to schedule the next course for early 2005.

Obligations, Expenditures and Level of Effort (LOE)

CEDPA received two contract amendments against TAACS III this quarter. These amendments added monetary value totaling \$1,102,094 to the contract, bringing the cumulative funds obligated to TAACS III to \$58,904,426, or 96.2 percent of the total value of the contract. As of September 30, 2004, CEDPA expended \$56,092,770 against the TAACS III contract (91.6% of the contract ceiling and 95.2% of the total current obligations against the contract) with three months remaining on the agreement.

CEDPA received three contract amendments against TAACS IV this quarter. These amendments added monetary value totaling \$9,837,602 to the contract, bringing the cumulative funds obligated to TAACS IV to \$17,465,126, or 56.4 percent of the total value of the contract. In addition to adding monetary value to the contract, Amendment # 10, dated September 16, 2004, changed the contract's CTO from Bob Emrey to Sharon Carney. USAID and the TAACS Program had anticipated this change for almost two years. As of September 30, 2004, CEDPA expended \$3,970,195 against the TAACS IV contract (12.8% of the contract ceiling and 22.7% of the total current obligations against the contract) with two years remaining on the agreement.

As of the end of September 2004, CEDPA used 84.7 percent of TAACS III's total authorized level of effort of 3052 person months (Attachment 5).

KEY ACTIONS AND UPCOMING ISSUES FOR THE NEXT QUARTER
November 1, 2004 to January 30, 2005**OVERALL CONTRACT**

The TAACS Team at CEDPA will affect the transfer of all TAACS from TAACS III to TAACS IV, while ensuring that the contracts' resources are maximized for the benefit of USAID. CEDPA will also publish the next TAACS newsletter, CONNECT, and work with USAID to develop the next TAACS training course to be held in early 2005.

ATTACHMENTS

1. CEDPA TAACS III and TAACS IV Advisors Summary Tables
2. WDSG Reports
3. Revised Compensation Memo and Guidance Concerning Salary Ceiling for TAACS
4. Training Course Assessment –July 2004
5. TAACS III Level of Effort Report
6. Summary Travel Report
7. Health Advisors Individuals Reports
8. Education Advisors Individual Reports

Last Name	First Name	Cost Center	Location	Contract Start	Contract End	Status
Abeyta-Behnke	Mary Ann	437038	Ethiopia	11/27/2001	11/26/2005	Active
Adams	Rebecca	435400	United States	10/20/2003	10/19/2005	Active
Agarwal-Harding	Seema	440700	United States	9/27/2004	9/26/2006	Active
Allman	James	448033	Tanzania	4/1/2003	9/27/2006	Active
Altaf	Samia	437013	Pakistan	1/28/2003	1/27/2005	Active
Bacheller	Susan	434600	United States	11/4/2002	9/27/2006	Active
Barker	Brad	437043	Senegal	9/5/2001	9/4/2005	Active
Bateman	Osgood Massee	437010	India	1/22/2002	1/21/2006	Active
Bornbusch	Alan	440100	United States	12/16/2002	12/15/2004	Active
Bruns	David	437040	Uganda	8/15/2001	8/14/2005	Active
Clary	Timothy	437051	Ukraine	7/11/2003	7/10/2005	Active
Clements	Andrew	433900	United States	8/1/2001	7/31/2005	Active
Cook	Gary	432100	United States	8/2/1999	8/1/2005	Active
Cooney	Kristin	437139	Ghana	10/17/2003	10/16/2005	Active
Cunningham	Amy	448040	Uganda	4/17/2003	4/16/2005	Active
Davis	Cornelia	437249	Kenya	9/26/2002	9/25/2006	Active
Eyango	Vijitha	440400	United States	1/22/2003	1/21/2005	Active
Fitch	Nancy	437168	Rwanda	4/28/2004	4/27/2006	Active
Friedman	Matthew	437057	Thailand	8/4/2003	8/3/2005	Active
Gibb	Dale	431100	United States	3/1/2001	1/31/2005	Active
Griffin	James	448026	Afghanistan	7/23/2004	7/22/2005	Active
Harbison	Sarah	431500	United States	1/1/2001	8/31/2005	Active
Hatch	John	432900	United States	1/1/2000	12/31/2005	Active
Hausner	David	437024	Cambodia	1/24/2002	1/23/2005	Active
Hayman	Janet	437210	India	10/1/2004	9/27/2006	Active
Hayman	Janet	437049	Kenya	1/25/1999	10/1/2004	Active
Howard	Mildred	437121	Egypt	1/28/2001	1/27/2005	Active
Kerrigan	Monica	448017	Indonesia	5/10/2002	6/30/2005	Active
Kirby	Mitchell	448149	Kenya	2/10/2003	6/18/2005	Active
Lans	Deborah	431200	United States	6/1/2001	5/31/2005	Active
Lazell	Charlotte Kirk	437067	Namibia	9/15/2000	9/14/2006	Active
Levitt-Dayal	Marta	448047	Zambia	10/17/2003	10/16/2005	Active
Lewing-Fineman	Tara	431000	United States	1/15/1999	5/14/2005	Active
Lowenthal	Nancy	440300	United States	5/5/2003	5/4/2005	Active
Luchsinger	Lisa	437147	Zambia	6/1/2004	5/31/2006	Active
Lyons	Maryinez	437449	Kenya	9/16/2004	9/15/2006	Active
Mahanna	Paul	435900	United States	9/20/2004	9/19/2006	Active
Malloy	Edward	432800	United States	6/1/1999	5/31/2005	Active
Marshall	Margaret	434000	United States	4/4/2003	4/3/2005	Active
McCloud	James	448126	Afghanistan	9/10/2004	9/9/2005	Active
McKinney	Susan	435100	United States	8/22/2003	8/21/2005	Active
Meinke	Timothy	433800	United States	7/9/2001	7/8/2005	Active
Meites	Margaret	434800	United States	7/11/2003	7/10/2005	Active
Monaghan	Susan	437133	Tanzania	9/15/2004	9/14/2006	Active
Morton	Alice	437280	Haiti	7/30/2003	7/29/2005	Active
Norton	Susan Maureen	432400	United States	9/8/1999	9/7/2005	Active
Novak	John	431700	United States	11/1/1998	9/27/2006	Active
O'Rourke	Shelagh	437131	Nigeria	9/24/2001	9/23/2005	Active
Ogden	Ellyn	431800	United States	1/2/1999	12/31/2004	Active
Olson	Clifford	437114	Bangladesh	1/27/2004	1/26/2006	Active
Peniston	Anne	437112	Nepal	8/27/2003	8/26/2005	Active

Last Name	First Name	Cost Center	Location	Contract Start	Contract End	Status
Quain	Estelle	440500	United States	8/7/2002	9/6/2006	Active
Reynolds-Cooper	Sonjai	437082	Jamaica	11/17/2003	11/16/2005	Active
Rifkin	Norman	440600	United States	5/28/2004	5/27/2006	Active
Seligman	Barbara	431400	United States	7/10/2000	7/9/2006	Active
Shelley	Joyce Karen	448064	Mozambique	2/23/2004	2/22/2006	Active
Sonnichsen	Cheryl	437149	Kenya	11/20/2000	9/27/2006	Active
Sow	Christine	448030	Mali	4/1/2003	3/31/2005	Active
Stanton	Mary Ellen	432600	United States	7/1/1999	6/30/2005	Active
Stewart	Lindsay	434900	United States	2/3/2003	2/2/2005	Active
Stout	Maria	437171	Guatemala	7/6/2003	7/5/2005	Active
Swallow	John	435800	United States	2/17/2004	2/16/2006	Active
Taylor	Melinda	437031	Nigeria	4/23/2001	6/30/2005	Active
Terrell	Stanley	437083	Guatemala	10/1/1999	6/30/2006	Active
Trostle	Richard Murray	432500	United States	8/18/1999	8/17/2005	Active
Wainwright	Emily	434400	United States	10/15/2001	10/14/2005	Active
Wilson	Melinda	437041	South Africa	6/11/2001	6/10/2005	Active
Wright	Susan	435300	United States	10/3/2003	10/2/2005	Active
Adams	Rebecca	432000	United States	12/7/1998	10/19/2003	Completed
Allen	Pamela	437032	Ghana	9/3/2002	9/2/2004	Completed
Allman	James	437039	Cote d'Ivoire	4/1/2001	3/31/2003	Completed
Allman	James	437036	Madagascar	10/1/1998	3/31/2001	Completed
Alvarez	Benjamin	434200	United States	11/13/2001	2/21/2004	Completed
Bacheller	Susan	435500	United States	6/26/2001	11/3/2002	Completed
Cavanaugh	Karen	431900	United States	1/8/1999	4/9/2000	Completed
Cavanaugh	Karen	433200	United States	4/10/2000	8/9/2002	Completed
Dixon	Roger	433300	United States	7/17/2000	9/30/2002	Completed
Dykstra	Anne	432200	United States	2/5/2001	2/5/2003	Completed
Etyemezian	Nina	437165	Morocco	7/20/1999	10/12/2001	Completed
Fox	Elizabeth	431300	United States	8/19/1999	9/7/2004	Completed
Friedman	Matthew	437014	Bangladesh	5/1/1999	8/3/2003	Completed
Gagne	Bernard	437061	Benin	5/19/2000	8/2/2000	Completed
Getson	Alan	431600	United States	10/1/1999	12/31/2002	Completed
Griffin	James	433700	United States	8/19/2002	7/22/2004	Completed
Halperin	Daniel	433600	United States	8/31/2001	7/23/2004	Completed
Halpert	Peter	437042	Guinea	1/14/1999	12/3/1999	Completed
Jenkins	Carol	437124	Cambodia	10/15/2001	7/15/2003	Completed
Jennings	Gerald	434300	United States	3/11/2002	7/30/2004	Completed
Kirby	Mitchell	433400	United States	10/1/2001	2/9/2003	Completed
Landry	Stephen	433100	United States	3/3/2000	4/18/2003	Completed
Landry	Stephen	435700	United States	12/31/1998	3/2/2000	Completed
Milani	Taraneh	437052	Russia	7/3/2002	3/6/2004	Completed
Nolan	Nancy	437380	Haiti	9/18/1998	9/17/2000	Completed
Pressman	Willa	432300	United States	2/8/1999	10/4/2002	Completed
Quain	Estelle	432700	United States	9/1/1999	8/6/2002	Completed
Ramnaud	Marylee	435600	United States	1/4/1999	1/14/2000	Completed
Range	Elizabeth	434100	United States	6/4/2001	7/11/2003	Completed
Roziewski	Danielle	437081	Nicaragua	9/1/1999	9/30/2002	Completed
Scholl	Edward	437071	Guatemala	3/1/2001	6/9/2003	Completed
Shelley	Joyce Karen	437047	Zambia	6/7/1999	1/26/2004	Completed
Sow	Barbara	437143	Senegal	2/1/1999	7/8/2001	Completed
Sow	Barbara	437068	Rwanda	7/9/2001	12/19/2003	Completed
Stephenson	Patricia	433500	United States	11/1/2000	7/9/2004	Completed

Last Name	First Name	Cost Center	Location	Contract Start	Contract End	Status
Thompson	Catherine	437012	Nepal	5/1/1999	6/30/2003	Completed
Thompson	Catherine	434700	United States	7/1/2003	7/31/2004	Completed
Timberlake	Janis	437033	Tanzania	4/26/1999	7/6/2004	Completed
Timyan	Judith	437080	Haiti	8/31/2001	11/15/2002	Completed
Ward-Brent	Michelle	437021	Egypt	8/29/1999	8/27/2004	Completed
Warren	Marion	437180	Haiti	9/1/1999	8/31/2002	Completed
Wright	Susan	437065	Morocco	10/3/1998	10/2/2003	Completed

TAACSIH
WDSG QUARTERLY REPORT
(July 01 - September 30, 2004)

1.0 Introduction

This is the Washington Decision Support Group's (WDSG) twenty-third quarterly report submitted to CEDPA under Contract No. HRN-C-00-98-00006-00. Appendix I contains copies of WDSG's monthly reports for the twenty-third quarter (submitted previously) illustrating expenditures and the level of effort to date.

2.0 Accomplishments

2.1. Procurement of Hardware/Software

During this period, WDSG purchased hardware equipment for the following positions/TAACS:

- ▼ laptop and peripherals for Stan Terrell, Guatemala (delivered 09/03/04)
- ▼ laptop and peripherals for Janet Hayman, India (delivered 9/30/04)
- ▼ a desktop, monitor and peripherals, originally purchased under TAACSIV for Afghanistan, has been reassigned to Janet Hayman, India (delivered 9/30/04)
- ▼ a laptop and peripherals, originally purchased under the TAACSIV contract for Afghanistan, has been reassigned to Gary Cook, ANE.

In addition:

- ▼ The Mission in Egypt has requested hardware equipment - approval is pending.
- ▼ The Basic Education Field Advisor (EGAT/ED) is still outstanding; supervisor stated that he would call WDSG if and when they needed any computer equipment.

2.2. Technical Assistance

WDSG continues to update its inventory begun last quarter. The inventory contains a listing of all hardware/software purchased under the TAACSIH contract and is cross-referenced with software licenses.

WDSG provided support for end-users in the RRB and overseas. TA included, inter alia

- ▼ Deb Lans - removed multiple viruses from laptop; tested and installed updated NAV; repaired damaged mailbox and imported old MS Exchange mail;
- ▼ Ed Malloy - wireless problem caused by virus; cleanup drive
- ▼ Ed Malloy - laptop failure hardware and software. We replaced with loaner and sent laptop to IBM for repair;
- ▼ Peggy Meites - reported several problems/quirks with her laptop, however, she is reluctant to give it up so action is still pending (within the next few weeks);
- ▼ Daniel Halperin - archive all his laptop data and databases; configure and transfer to new laptop;
- ▼ swapped printers for John Hatch;
- ▼ Ellyn Ogden - file backup; options
- ▼ Susan McKinney - check CD-R install, power supply, memory, video card; replace motherboard; replaced desktop with one from inventory; worked with IRM staff to configure Palm Pilot.
- ▼ Susan McKinney - USB/sync issue;
- ▼ Andrew Clements - drop of four printer cards;
- ▼ Cathy Thompson - replace removed parts from desktop, needs memory and new Imaged HD;
- ▼ Gary Cook - laptop has hardware problems (network adapter and fan), acting erratically;
- ▼ John Hatch - laptop had bad CMOS battery (replaced); updated antivirus and all patches applied old files updated, datafiles backed up, new WIN98 drivers installed for wireless and ethernet card compatible with latest security updates.

2.3. Inventory

See Appendix II

3.0. Problems Encountered

The problem of storing/disposing of old TAACS computer equipment has not been resolved.

This is from the last quarterly report: In August 2003, WDSG delivered a desktop for Andrew Clements. Following protocol, IRM removed the hard disk and gave it to WDSG so we could use it for imaging. (WDSG used Clements' machine to build the "image" that we use for RRB and overseas desktops.) We gave IRM a newly imaged drive to put in and asked that it

be delivered to Clements. The former contractor, CSC, dropped the ball and a desktop was never delivered. SRA (and new sub Northrup Grumman) are working on it and think they can find it and deliver it. As of this writing, the hard drive is still lost.

The status remained the same during the last quarter, with one exception. IRM did find the hard drive and was supposed to image and install it. However, every time WDSG tries to follow up on this, IRM does not return our phone calls. As a result, we have decided to reassign a cpu from stock to Clements. We'll continue to pressure IRM into looking for, and returning said cpu.

In addition, IRM changed their image of desktops. Again, WDSG has been trying to coordinate with IRM with little luck thus far.

4.0 Plans for Next Reporting Period

During the next reporting period (October 01 - December 31, 2004) WDSG plans the following activities:

- ▼ technical support as required for all TAACS III personnel;
- ▼ determination of additional requirements for new recruits;
- ▼ continued evaluation of existing hardware and replace as needed;
- ▼ continue procurement; and order equipment for positions/hardware approved in last quarter;
- ▼ Refine, update inventory
- ▼ testing, configuration, shipment of hardware/software for new recruits;
- ▼ update TAACS database to include new TAACS/positions and other tracking information;

5.0 Expenditures and Level of Effort

See Appendix I.

***WDSG Quarterly Report
TAACS IV Contract #: GPH-C-00-01-00006-00
July 01 - September 30, 2004***

1.0 Introduction

This is the Washington Decision Support Group's (WDSG) tenth quarterly report submitted to CEDPA under Contract No. GPH-C-00-01-00006-00. Appendix I contains copies of WDSG's monthly reports for the tenth quarter (submitted previously) illustrating expenditures and level of effort to date.

2.0 Accomplishments

2.1. Procurement of Hardware/Software

During this period, no hardware/software was purchased under the TAACSIV contract.

Supervisors in the Honduras and Afghanistan missions were contacted regarding new positions and computer needs; none is needed in either mission. Equipment for the Nigeria and Indonesia missions is on hold.

2.2 Technical Assistance

WDSG continued to update an inventory of all computer equipment purchased under the TAACSIV contract. This equipment is cross-referenced with software licenses. A copy of the inventory can be found in Appendix II.

- ▼ Estelle Quain - laptop viruses, and hardware failures, etc. WDSG reassigned another laptop to her but it did not work out. We fixed up her old laptop so she could take it on TDY. We are waiting for an approval for a new laptop.

2.3. TACOMIS

- ▼ built and installed new host kernel for TACOMIS;
- ▼ built and installed httpd 2.0 50 to tacomis.wdsg.com and tested;
- ▼ check connectivity problems;
- ▼ root transaction problem as reported by Susan Masse: research, code review, Check slave replication status on public.tacomis.com; followup with accounting re: export files, tested updated system against spreadsheet; checked imported records against corrected records; change welcome.cim to post maintenance message; archive Fundware Files from sbm/tacomis, archive var/lib/tacomis directory and made snapshot of database; loaded current data to test database and check against spreadsheet frc; reparsed data files and re-import to test database; checked Fundware files for total against cost center expenditures; re-imported data into test database to check cost centers 43706 etc; tested import/export of tbleexpense data on test server; backup TACOMIS files; loaded tbleexpense from test server to production server; ensured public server is in sync with CEDPA after table manipulations; removed spool and archived files from production and replaced.

3.0. Problems Encountered

None.

4.0 Plans for Next Reporting Period

- ▼ technical support as required for all TAACS IV personnel;
- ▼ determination of additional requirements for new recruits;
- ▼ continue procurement, and order equipment as approved;
- ▼ update inventory;
- ▼ testing, configuration, shipment of hardware/software for new TAACS;
- ▼ continue support, refinement (tweaks) of TACOMIS; demonstrations to TAACS, GH.

5.0 Expenditures and Level of Effort

See Appendix I.



OFFICE MEMORANDUM

November 8, 2004

To: Overseas TAACS

From: Bob Chase

Subject: Revised Salary-Related Compensation Ceilings for 2004

The CEDPA TAACS team would like to bring to your attention the salary-related compensation ceilings that apply to the TAACS contracts. Although the impact of these changes touches few of you now, we felt it was desirable to provide this information to you all.

The three categories of compensation that we refer to are base compensation (salary); post differential (hardship allowance); and danger pay. These compensation categories have specific regulations capping the dollar amount that can be derived from each. Those regulations, and the relevant 2004 limits, are as follows:

- A. The new maximum base compensation allowed is \$145,600 (Per AAPD 04-11, effective 8/31/2004, citing the newly established salary ceiling for agencies without a certified SES performance appraisal system that replaced the now defunct ES-6 salary threshold).
- B. Post differential plus base compensation cannot exceed \$158,100 (per DSSR Section 552, Ceilings on Payment citing the Executive Schedule Level II salary ceiling).
- C. Post differential plus base compensation plus danger pay cannot exceed \$175,700 (per DSSR 656.2 and CFR Title 5, Part 530 Subpart B, Section 530.203 citing the Executive Schedule Level I salary ceiling).

In a manner somewhat analogous to Social Security contributions, at that time in the calendar year when you reach the relevant ceilings, your next paycheck would reflect the cut off in allowance.

Please contact Susan Masse or me if you have any questions regarding these salary-related regulations.

NB: this analysis (and the regulations that apply) only address salary and salary-related differentials and does not apply to other contract-provided allowances (e.g., post allowance, living quarters allowance, education allowance, etc.).



TRAINING COURSE EVALUATION

July 26-30, 2004

John Pielemeier, Course Facilitator

I. Background

The July 26-30, 2004 course – Essential Training for PHN and Education Technical Officers – provided training for 26 participants. The course participants consisted of four TAACS, two New Entry Professionals (NEPs), nine Fellows, one CASU, one FSN, seven contract employees (Triumph, GSA Schedule, and Pal-Tech), one Personal Services Contractor and one CEDPA TAACS team member. Two registered participants from the State Department's Office of the Global AIDS Coordinator did not attend the course. A significant number of other technical personnel, including four health and education NEPS and a few CEDPA staff members, requested permission and were allowed to attend several course sessions. All of the full time participants were PHN technical officers.

Preparatory steps:

CEDPA took two new useful steps to improve the planning and implementation of this course. In January 2004 CEDPA designed and transmitted a follow-up questionnaire to 75 participants from the previous three courses. The results of this evaluation were provided to the course facilitator and contributed to course planning. Secondly, responding to evaluation suggestions, for the first time CEDPA provided pre-course reading materials to participants one week prior to the start of the course.

The other normal preparatory steps (course advertisement, participant selection, speaker selection and speaker training, logistical preparations) were carried out on schedule. Finalizing the participant list for this course proved harder than normal, partially due to USAID requests to accommodate last minute applicants after the application deadline.

Course implementation:

The course was carried out with no significant logistical problems. Participant attendance was very good, with no more than 1-2 absentees from any given session. The full time NEPs were excused from two sessions that they had previously attended, and one HIV/AIDS specialist was required to attend important PEPFAR meetings and missed one full day of the course.

New sessions were added to the course on (a) Tricks of the Procurement Trade and (b) Gender Integration. The session "Emerging Actors" focused more on the relationship with the State Department (S/GAC and in the field) than on other coordinating agencies (which it had in the past). To accommodate these additions, one session "Typical Problems of Implementation" was dropped from the curriculum, and a "free" lunch session with the management video "Meetings, Bloody Meetings" was converted into a mandatory session. In addition, a representative of a faith-based organization was invited to join the panel on "How PVOS and Contractors see USAID."

The speakers for the course were once again chosen by the CEDPA TAACS team with USAID input, primarily based on their past performance as assessed by previous participant evaluations

and by the course facilitator. New speakers were recruited as presenters for the modules on Monitoring and Evaluation (Joe Lieberman), Budget (Steve Hawkins), Ethics (John Niemeyer), Tricks of the Procurement Trade (Elizabeth Fox) and Gender Integration (Julie Hanson-Swanson and Jeff Jordan); and as co-presenters for How the USAID Structure Functions (Willa Pressman joined Joyce Holfeld), The Emerging Actors (Nancy Lowenthal joined Jason Wright), Implementation Tools (Shyami DeSilva joined Susan Wright), and How PVOs and Contractors See USAID (Ray Martin, Laura Kayser and David Oot). Approximately 45 percent of the total number of course speakers were new to their sessions; however, when panels are excluded, two-thirds of the speakers had previously given their presentation at the course. Due to vacation and TDY schedules, three speakers returned to Washington just in time to give their presentations with minimal prior contact with CEDPA and the course facilitator (and the lack of preparation was sometimes telling). Tom Leonhardt once again provided his excellent two-hour "Tips for Trainers" session, pro-bono, for five of the new speakers.

This course evaluation is based upon (a) participant evaluation forms completed by 25 participants; (b) comments provided by participants during the wrap-up session at the end of the course; and (c) the course facilitator's impressions. The participant evaluation form requested participants to provide rankings (from 1-10) for the *Content* and *Speaker Effectiveness* for each presentation. Additional detailed comments on both content and speaker effectiveness were also encouraged.

I.

II. Evaluation Results

The overall ranking for the course is provided in response to the last question on the evaluation form: "Please rate the overall usefulness of the training course in preparing you for the work you are going to be doing (or in assisting you with the work that you are currently doing)." The overall course score was 8.65, an "average" score for the courses that CEDPA has presented since 1995. Sixty percent of the participants ranked the course as either a 9 or 10. All but four participants gave the course a grade of 8 or higher. Typical summary comments were:

- "Great course, I would recommend it to anyone even if they have been around for awhile."
- "Should be made a required course for new USAID hires working in health and education."
- "CEDPA team - thanks for such good content and enjoyable learning experience."
- "Now I have completed the big picture and all my questions were answered."
- "Great job...it was nicely put together and the amount of work put into it really paid off."
- "The content was very applicable to our every-day work."
- "Good organization, speakers and materials - great for new hires."

While the evaluations are anonymous, two of the four less-satisfied participants appear to be very experienced personnel for whom "much of the information was already known to me, but I enjoyed the recap." The other two relatively low scores appeared to come from participants who were very recent newcomers to USAID ("I was lost at times" and "I couldn't follow the speakers because of all the acronyms") or whose interest appeared to be focused on detailed programmatic matters.

Most of the participants completed the session specific section of the evaluation form (Part II) and had some suggestions on ways to improve the overall course. These comments are summarized below in relation to (a) pre-reading; (b) course curriculum and structure; (c) training methodology; (d) speakers; (e) logistics; (f) the course binder; and (g) the course participants.

The summary evaluation rating scores for each individual presentation are found in the annex to this report.

- a) **Pre-reading:** CEDPA distributed a modest amount of pre-reading materials to all approved participants on July 19, 2004. The pre-reading included background materials on USAID's history and mission, the FY2005 Congressional Budget Justification Program Highlights, the Course Acronym list, *Foreign Aid in the National Interest* and *The White Paper*. Two-thirds of the participants reported that they had read some or all of the materials (20% had read all) and about two-thirds reported that they had found the material "useful" or "very useful" (15%). Three participants said they had not received the pre-reading.

CEDPA's message also encouraged the participants to log onto the CEDPA TAACS training website to view materials and documents from previous courses. Fifteen of twenty three respondents said they had logged on; eight found the website "useful," four "neutral" and three said it was "not helpful." The latter indicated that the website was "too big" and they "weren't sure what sessions were relevant" or they were searching for information about the upcoming course ("nothing pertaining to this year's course" and "what would have been useful: schedule, pre-reading, a sentence referring to look at materials from last courses").

- b) **Course Curriculum and Structure:** Most participants were very pleased with the course curriculum and, once again, no major changes were suggested. One-third of respondents (8 of 24) did not identify any subject areas that should receive less attention and no subject received more than two suggestions for reduced coverage. Three participants wanted more attention to the subject area covered by the Managing for Results overview and Strategic Plan Implementation modules (perhaps because all of the planned material was not covered in the time allotted). For most participants it seemed that "the coverage was just right." A few participants (1-2) hoped to cover materials not in the curriculum such as "new topics in health technical fields" and more specificity on the details of program documentation (how to fill out forms, etc). Sessions identified as "most useful" were Acquisition & Assistance (2 modules), Budget (2 modules), Q&A with a Senior Foreign Service Officer and Financial Management.

Almost all of the participants said that the amount of information presented was either "excellent" or "heavy, but manageable," although "it could be overwhelming for someone with less experience." Some participants indicated that they planned to "go home and read the (binder) materials to fill in the blanks." One called for a longer course "so we could do more exchange of materials." A few participants were dismayed that they didn't have more time to get to know their colleagues in the course. A few participants voiced complaints calling for more "work-free lunches." In sum, while there were a few isolated concerns, the course mix seems to be about right from the participant perspective.

- c) **Training Methodology:** Most participants felt that the course methodology mix was "very effective." However, several called for more group work and a larger proportion of interactive components during sessions. CEDPA's efforts to encourage speakers to use more interactive techniques have born some fruit because small group or interactive exercises were included, at least once, in each of the five training days of the program. Comments included:

- "Liked group exercises because they helped you put the concepts together."
 - "Most sessions were interactive to some degree -kudos!"
 - Have "breakout sessions so that people can choose between topics" and consider "breakfast sessions that we can choose from."
- d) **Speakers:** Most participants were pleased with the experience, knowledge and frankness of the USAID officers who volunteered to prepare and present a course module. Speakers were invariably described as "extremely knowledgeable" and "very experienced." As one participant reported "some sessions were dry, but not one speaker was uninteresting." Many participants noted the value of meeting these senior officers and learning how the speakers might be contacted in the future ("The big fish are great").

As noted above, a number of these speakers were new to the TAACS course. Most did well or extremely well (especially Elizabeth Fox and Steve Hawkins - see speaker evaluation summary attached). However a few did not absorb enough from the "tips" provided by Tom Leonhardt and the course facilitator and they may not be invited to return. A few general comments regarding the speakers included:

- One new speaker "didn't seem to know his audience. "
 - Some presentation content overlapped with the content of a previous presentation (note: some of this overlap is planned, to reinforce concepts).
 - Need to provide more specific, true-life examples to illustrate general points (especially for Procurement, Financial Management, Ethics).
 - Need more energy and interaction in the afternoon, especially after lunch.
 - "Most speakers told you where to get more information on their topics."
 - Some of the presenters were criticized for too much dependence on PowerPoint presentations and "reading the PowerPoint," rather than using it as an introduction to a learning point.
- e) **Logistics:** The comments on course logistics were overwhelmingly positive. CEDPA TAACS staffers, Carmelia Macfoy, Amy Feldman and Lindgyza Banda were highly praised for their hard work, helpful attitude and overall support. Course logistics were flawless. Several participants applauded the course facilitator for keeping each session on or close to schedule. Most thanked CEDPA for adequate availability of telephones, computers and Internet access during the course, although the availability of only one working computer was noted and one participant asked for a 15-minute break between the morning and lunch sessions to allow time for phone and email communications.
- f) **The Course Binder:** CEDPA has once again made a special effort to provide a much more concise binder for this course. Participants were encouraged to find supplemental materials and models on the TAACS technical website. The participant comments regarding the binder were almost universally positive:
- "Very useful. I'll probably keep it forever."
 - "It will be a reference document that I keep close at hand in my office."
 - "Well organized."
 - "Job aids helpful."

The few additional comments included "Too much hole-punching" and "Didn't look at the materials much."

- g) **The Course Participants:** This course had a very different participant balance from previous courses with a much larger number and proportion of Global Health Bureau support contract employees among the total participants. Almost one-third (7 of 25) of the participants were support contract employees (Triumph, Pal-Tech and GSA Schedule). This contrasts with between zero and fourteen percent for the three previous courses (December 2003- none; April 2003 - 3 of 31 participants; October 2002 - 4 of 27 participants). The previous courses had about the same number of TAACS, but larger numbers of Fellows, CASUs, PASAs, FSNs, NEPs and other mid to senior level USAID health officers.

Participants from previous courses have remarked on the wide diversity of prior experience and knowledge among their course colleagues. Some have suggested that the "course could benefit from a pre-assessment of participants" to ensure that all participants had a minimum level of experience to benefit from the course. They encouraged CEDPA and USAID to be strict in limiting the course to individuals who had a minimum of 2-3 months of prior USAID experience and prior experience with development work.

Similar comments were provided by participants from this course, for example, "Mix of level of experience necessitates more general provision of info." TAACS and PLPs tend to be more senior and would probably benefit from a course that is directed a little differently toward a "higher" or more sophisticated level. Reactions to certain sessions indicate different levels of expectations from the course. For the newcomers to USAID, the information was sometimes overwhelming, while for the more experienced participants some of the course content "was very general" and more "practical application would have been useful." These comments reflect, in part, the course facilitator's request to all speakers that they should "start at the beginning" and assume very little prior knowledge of USAID systems due to the large number of support contract participants.

Most of the more senior participants seemed to take the participant balance in stride. They included the support contractors in small group work, but mostly talked informally and exchanged their experiences with their more experienced participants. The more senior participants usually took the initiative to ask questions during the Q&A sessions because of their level of experience and their focus on "what they needed to learn" from each presentation.

Three participants reported that they did not feel comfortable with the course facilitator. One indicated that he/she sensed that "the facilitator is biased towards older participants," "sometimes made Triumph employees uncomfortable," while another said the facilitator was "discriminating towards younger employees - did not call on them to ask them about their experiences."

III. Key Issues for the Future

- a) **Selection of participants for the training course: How wide an audience can the course accommodate** (*repeated issue*). From the course facilitator's perspective, a minimum level of USAID experience and some development experience should be used

as strict participant selection criteria for the course. Past course evaluations demonstrate that technical officers benefit significantly more from the course if they have a minimum of three months of USAID work experience prior to attending the course and significant development experience. As the evaluations for this course have repeatedly indicated, new hires and support contract personnel are less ready to benefit from the course than other PHN officers. Amending the content level of the course to meet the needs of support staff reduces the value of the course for TAACS and Fellows. Potential options for resolving this issue include: (a) separate training courses for support staff through Triumph or similar hiring mechanisms, or (b) the support contract personnel should attend a preparatory course (3-5 days) prior to attending the TAACS course.

- b) **Training for marginal presenters** (*repeated issue*). Each evaluation identifies speakers who either need to improve their speaking/presenting skills or need to be replaced. CEDPA has been able to provide a very modest level of training for presenters who volunteered to attend a two-hour training session. A highly regarded trainer has provided this session, free of charge, in preparation for the most recent courses.

It is becoming increasingly clear that this training should be provided to some continuing presenters, and not solely to new presenters. Some speakers who rapidly improved after their training (Acquisition & Assistance, Field Support) did less well in this set of participant evaluations and need to refresh their presentation skills.

- c) **Timing of the course.** The mid-summer timing of this course proved difficult for both recruiting presenters and for finalizing the list of participants. The same problems recently occurred for the most recent NEP/IDI orientation course that took place in June-July. The ideal timing for the semi-annual TAACS course appears to be (a) post-Thanksgiving and (b) April-May.

ANNEX -Participant ratings of specific course sessions

Combined (Content & Speaker Effectiveness) Rank Order

Q&A with Senior USAID Officer	Morse
Budget and the Budget Cycle	Hawkins
How the USAID Structure Functions	Holfeld and Pressman
Managing for Results Overview	Henderson-O'Keefe
Financial Management	Ostermeyer
Gender Integration	Hanson-Swanson and Jordan
Tips on Procurement	Elizabeth Fox
The View from the Hill	Rieser and Ed Fox
Options on Implementing a Strategic Plan	Pielemeier
Ethics for non-direct hires	Niemeyer
Basic Elements of Implementation	Susan Wright and DeSilva
New Challenges in Health and Education	Emrey, Rogers and Grayzel
Acquisition & Assistance	Horton
Field Support	Stone/Lewing
The Emerging Actors	USAID Panel (Jason Wright and Lowenthal)
How PVOs and Contractors see USAID	Panel (Oot, Kayser and Martin)
Professional Development Opportunities	Turner
Monitoring and Evaluation	Lieberson

Highest ranked for presentation skills (excluding panelists)

Morse
Holfeld/Pressman
Henderson-O'Keefe
Elizabeth Fox
Hawkins

Highest ranked for content (excluding panelists)

Morse
Hawkins
Rieser/Ed Fox
Ostermeyer
Hanson-Swanson and Jordan

Lowest ranked for presentation skills (excluding panelists)

Lieberson
Turner
Stone and Lewing
Horton
S. Wright and DeSilva

Lowest ranked for content (excluding panelists)

Turner
Lieberson
Stone and Lewing
Niemeyer
Horton

TAACS III - Level of Effort (HRN-C-00-98-00006-00)

July 2004 - September 2004

Advisor	Start Date	Jul-04	Aug-04	Sep-04	Annual Total	Project Total
Wright	10/03/98	0.587	0.772	0.809	2.168	56.70
Novak	11/01/98	0.846	0.875	0.438	2.159	56.25
Adams	12/07/98	0.500	0.875	0.831	2.206	55.37
Ogden	01/02/99	0.817	0.875	0.831	2.524	56.50
Lewing	01/15/99	0.774	0.416	0.717	1.906	49.64
Hayman	01/24/99	0.846	0.700	0.744	2.290	52.62
Friedman	05/01/99	0.846	0.175	0.788	1.809	51.53
Thompson	05/01/99	0.496	0.088	0.000	0.584	48.04
Malloy	06/01/99	0.620	0.700	0.668	1.988	43.47
Stanton	06/30/99	0.846	0.875	0.831	2.552	51.05
Cook	08/02/99	0.846	0.585	0.831	2.263	50.02
Trostle	08/18/99	0.599	0.788	0.569	1.955	48.08
Harbison	09/01/99	0.817	0.788	0.656	2.261	38.96
Norton	09/08/99	0.730	0.831	0.525	2.086	47.05
Terrell	10/01/99	0.099	1.275	0.772	2.146	45.93
Hatch	01/01/00	0.875	0.766	0.831	2.472	45.54
Seligman	07/10/00	0.759	0.722	0.799	2.279	39.16
Lazell	09/15/00	0.788	0.875	0.799	2.461	36.93
Sonnichsen	11/20/00	0.817	0.875	0.804	2.496	35.48
Howard	01/28/01	0.836	0.875	0.438	2.148	32.87
Gibb	03/01/01	0.846	0.531	0.831	2.209	31.43
Taylor	04/23/01	0.467	0.569	0.831	1.867	30.72
Lans	06/01/01	0.671	0.744	0.700	2.115	32.66
Wilson	06/11/01	0.409	0.700	0.875	1.984	30.94
Bacheller	06/26/01	0.821	0.673	0.831	2.325	31.20
Meinke	07/09/01	0.846	0.875	0.613	2.334	29.22
Clements	08/01/01	0.686	0.831	0.831	2.349	28.69
Bruns	08/15/01	0.700	0.875	0.831	2.406	27.48
Barker	09/05/01	0.846	0.875	0.656	2.377	30.08
O'Rourke	09/24/01	0.762	0.875	0.831	2.468	27.28
Wainwright	10/15/01	0.409	0.656	0.814	1.879	26.29
Abeyta-Behnke	11/27/01	0.846	0.875	0.831	2.552	26.08
Bateman	01/22/02	0.540	0.831	0.788	2.159	23.38
Hausner	01/24/02	0.817	0.175	0.831	1.824	23.57
Jennings	03/11/02	0.846	0.214	0.000	1.060	23.62
Allen	09/03/02	0.846	0.831	0.410	2.088	17.62
Davis	09/26/02	0.292	0.875	0.875	2.042	18.56
Altaf	01/28/03	0.555	0.875	0.831	2.261	17.22
Stewart	02/03/03	0.831	0.875	0.269	1.975	15.21
Marshall	04/04/03	0.602	0.875	0.831	2.308	13.62
Stout	07/06/03	0.809	0.219	0.875	1.903	11.24
Meites	07/10/03	0.831	0.853	0.788	2.472	12.06
Clary	07/11/03	0.817	0.857	0.656	2.330	11.50
Morton	07/30/03	0.875	0.875	0.875	2.625	10.99
McKinney	08/22/03	0.836	0.875	0.394	2.104	10.45

July 2004 - September 2004

Advisor	Start Date	Jul-04	Aug-04	Sep-04	Annual Total	Project Total	
Peniston	08/27/03	0.671	0.350	0.831	1.852	9.86	
Cooney	10/17/03	0.846	0.481	0.656	1.984	9.07	
Reynolds-Cooper	11/17/03	0.846	0.875	0.744	2.465	8.05	
Olson	01/27/04	0.846	0.875	0.613	2.334	6.51	
Swallow	02/17/04	0.788	0.656	0.826	2.270	5.80	
Fitch	04/28/04	0.700	0.875	0.875	2.450	4.11	
Luchsinger	06/01/04	0.875	0.875	1.313	3.063	3.94	
Monaghan	09/15/04	0.000	0.000	0.131	0.131	0.13	
Lyons	09/16/04			0.044	0.044	0.04	
Nolan	09/17/98					20.09	contract ended 8/15/00
Rambaud	01/04/99					10.78	contract ended 1/7/00
Halpert	01/14/99					9.40	contract ended 12/3/99
Etyemezian	07/20/99					21.89	contract ended 10/12/01
Gagne	05/19/00					3.22	contract ended 8/31/00
Cavanaugh	01/08/99					35.41	resigned 8/9/02
Quain	09/01/99					29.10	switched to T IV 8/7/02
Warren	08/30/99					27.93	resigned 8/30/02
Pressman	02/08/99					35.90	resigned 10/4/02
Dixon	07/17/00					20.42	contract ended 9/30/02
Roziewski	09/01/99					28.51	contract ended 9/30/02
Timyan	08/31/01					10.70	resigned 11/15/02
Getson	09/30/99					26.65	resigned 12/31/02
Dykstra	02/05/01					18.06	contract ended 2/4/03
Kirby	10/01/01					22.80	switched to T IV 12/31/03
Allman	10/01/98					42.74	switched to T IV 4/1/03
Landry	12/31/98					42.97	resigned 4/18/03
Scholl	03/01/01					21.04	resigned 6/9/03
Range	06/04/01					20.00	resigned 7/11/03
Jenkins	10/15/01					16.90	resigned 7/15/03
Kerrigan	05/10/02					6.99	on T III from 1/1/03 to 8/15/03
Sow, B.	03/01/99					45.38	resigned 12/19/03
Alvarez	11/13/01					18.00	contract ended 2/21/04
Shelley	06/07/99					44.07	switched to T IV 2/23/04
Milani	07/03/02					15.39	resigned 3/6/04
Timberlake	04/25/99					48.19	resigned 7/6/04
Griffin	08/19/02	0.642	0.000	0.000	0.642	17.53	switched to T IV 7/23/04
Halperin	08/31/01					26.20	contract ended 7/23/04
Stephenson	11/01/00					34.47	resigned 7/31/04
Ward Brent	08/29/99	0.500	0.656	0.000	1.156	45.10	resigned 8/27/04
Fox	08/19/99	0.700	0.853	0.000	1.553	48.24	resigned 9/7/04
Total Advisors						2363.92	
Director		0.314	0.624	0.427	1.365	31.72	
Manager		1.54	1.601	1.356	4.497	65.59	
Associate		2.61	2.756	2.739	8.103	101.24	
WDSG		0.224	0.345	0.380	0.949	20.37	
Other						0.64	
Subtotal						219.56	
Total LOE (10.5 person months)						2583.48	

TAACS Contract LOE	3052.0
LOE Used	84.6%

TAACS Travel Report

Traveler	Destination	Travel Dates	Total Fare	Business Class	Purposes
Adams, Rebecca	Dominican Republic Puerto Plata	9/20/2004 9/25/2004	\$1,163.40	No	N/A
Agarwal-Harding, Seema	Argentina Buenos Aires Bangkok, Thailand Delhi, Hyderabad, Bombay, India	10/3/2004 11/1/2004	\$8,256.80	Yes	Support to the Field Training/Workshop
Allman, James	United States San Francisco New York, United States District of Columbia, United States	8/12/2004 9/22/2004	\$2,156.00	No	N/A
Bacheiler, Susan	Uganda Kampala Phnom Penh, Cambodia Battambang, Cambodia Hanoi, Vietnam	9/11/2004 10/3/2004	\$5,943.45	No	Support to the Field
Barker, Brad	United States Eugene	9/11/2004 10/10/2004	\$2,716.55	No	N/A
Barker, Brad	United States Eugene, Oregon	10/16/2004 10/23/2004	\$2,703.92	No	N/A
Bornbusch, Alan	United States Baltimore	8/23/2004 8/23/2004	\$119.00	No	N/A
Clary, Timothy	Romania Bucharest	10/14/2004 10/23/2004	\$838.00	No	N/A
Cook, Gary	India New Delhi	10/1/2004 10/11/2004	\$5,892.90	Yes	N/A
Eyango, Vijitha	Afghanistan Kabul	7/25/2004 8/8/2004	\$7,227.10	Yes	N/A
Eyango, Vijitha	Thailand Bangkok	8/15/2004 8/22/2004	\$4,357.50	Yes	N/A
Eyango, Vijitha	United States New York	9/23/2004 9/24/2004	\$308.70	No	N/A
Eyango, Vijitha	Thailand Bangkok	10/8/2004 10/14/2004	\$38.00	No	N/A
Fox, Elizabeth	Peru Lima	8/8/2004 8/14/2004	\$2,340.50	No	Support to the Field
Friedman, Matthew	Cambodia Phen Penh	8/10/2004 8/11/2004	\$304.00	No	N/A
Griffin, James	Afghanistan Kabul	7/23/2004 7/23/2004	\$3,024.80	No	N/A

TAACS Travel Report

Traveler	Destination	Travel Dates	Total Fare	Business Class	Purposes
Harbison, Sarah	Switzerland Geneva	8/28/2004 9/3/2004	\$2,760.40	No	Donor Coordination
Hatch, John	Thailand Bangkok	10/2/2004 10/16/2004	\$3,604.50	No	N/A
Lans, Deborah	United States Seattle	7/25/2004 7/30/2004	\$709.40	No	Project Monitoring
Lans, Deborah	United States Seattle	9/14/2004 9/23/2004	\$1,207.20	No	Project Monitoring Donor Coordination
Lans, Deborah	United States Atlanta	10/18/2004 10/20/2004	\$183.20	No	Donor Coordination Representative/Presenter
Lowenthal, Nancy	South Africa Pretoria Cape Town, South Africa	9/20/2004 10/8/2004	\$3,882.10	No	Support to the Field Participant
Malloy, Edward	Kazakhstan Almaty	9/11/2004 9/18/2004	\$8,698.30	No	N/A
Marshall, Margaret	United States San Juan, Puerto Rico	7/30/2004 8/11/2004	\$1,569.90	No	N/A
Marshall, Margaret	El Salvador San Salvador	9/26/2004 10/9/2004	\$920.50	No	N/A
McCloud, James	Afghanistan Kabul	9/16/2004 9/16/2004	\$1,844.80	No	N/A
McKinney, Susan	United States Seattle	7/26/2004 7/28/2004	\$851.03	No	Project Monitoring
McKinney, Susan	Egypt Cairo	9/14/2004 9/22/2004	\$4,732.30	Yes	Donor Coordination
McKinney, Susan	Switzerland Geneva Oslo, Norway	9/28/2004 10/9/2004	\$6,594.00	Yes	Donor Coordination
McKinney, Susan	Rwanda Kigali Geneva, Switzerland	10/15/2004 10/30/2004	\$8,949.20	Yes	Support to the Field Donor Coordination
Meinke, Timothy	United States Seattle, Washington	7/25/2004 7/28/2004	\$963.40	No	Participant
Meinke, Timothy	Japan Tokyo Bangkok, Thailand Ha Noi, Vietnam Phnom Penh, Cambodia	8/3/2004 8/30/2004	\$3,348.10	No	Donor Coordination

TAACS Travel Report

Traveler	Destination	Travel Dates	Total Fare	Business Class	Purposes
Monaghan, Susan	United States	7/26/2004	\$1,913.70	No	N/A
	District of Columbia	8/3/2004			
Monaghan, Susan	Tanzania	9/15/2004	\$7,073.60	No	N/A
	Dar es Salaam	9/15/2004			
Morton, Alice	Uganda	8/21/2004	\$5,743.60	No	N/A
	Kampala	9/6/2004			
Norton, Susan Maureen	Cambodia	9/20/2004	\$4,840.00	No	Support to the Field
	Phnom Penh	10/17/2004			Project Monitoring
	Jakarta, Indonesia				
Novak, John	United States	8/9/2004	\$315.20	No	Participant
	Atlanta, Georgia	8/12/2004			
Novak, John	United States	8/16/2004	\$620.40	No	Participant
	Atlanta, Georgia	8/20/2004			
Novak, John	United States	9/21/2004	\$124.00	No	Participant
	San Francisco	9/22/2004			
Novak, John	United States	9/27/2004	\$308.70	No	Participant
	Chapel Hill	9/29/2004			
Novak, John	United States	10/5/2004	\$170.20	No	Participant
	Atlanta	10/6/2004			
O'Rourke, Shelagh	Nigeria	8/15/2004	\$152.38	No	N/A
	Lagos	8/17/2004			
Ogden, Ellyn	India	8/6/2004	\$11,092.40	Yes	Project Monitoring
	New Delhi	8/19/2004			
	Abuja, Nigeria				
Ogden, Ellyn	Switzerland	9/19/2004	\$6,594.80	Yes	Project Monitoring
	Geneva	9/25/2004			
Ogden, Ellyn	Nigeria	10/4/2004	\$6,622.40	Yes	Support to the Field
	Abuja	10/15/2004			
Olson, Erica	Bangladesh	8/17/2004	\$1,997.20	No	N/A
	Dhaka	9/16/2004			
Quain, Estelle	Guyana	9/5/2004	\$1,401.50	No	Support to the Field
	Georgetown	9/11/2004			
Reynolds-Cooper, Sonjai	Barbados	7/26/2004	\$726.99	No	N/A
	Kingston	7/28/2004			
	Soufriere, St. Lucia				
Reynolds-Cooper, Sonjai	United States	8/7/2004	\$706.99	No	N/A
	District of Columbia	8/15/2004			
Reynolds-Cooper, Sonjai	Dominican Republic	9/20/2004	\$833.00	No	N/A
	Puerto Plata	9/24/2004			
Rifkin, Norman	Dominican Republic	9/19/2004	\$1,046.90	No	N/A
	Santo Domingo	9/23/2004			
Rifkin, Norman	Thailand	10/3/2004	\$4,349.50	Yes	N/A
	Bangkok	10/14/2004			

TAACS Travel Report

Traveler	Destination	Travel Dates	Total Fare	Business Class	Purposes
Seligman, Barbara	United States New York	9/19/2004 9/21/2004	\$343.70	No	Donor Coordination
Seligman, Barbara	Bangladesh Dhaka New Delhi, India	9/25/2004 10/8/2004	\$4,086.20	No	Support to the Field
Seligman, Barbara	United States New York	10/14/2004 10/14/2004	\$346.06	No	Representative/Presenter
Stewart, Kellie	Honduras Tegucigalpa	9/30/2004 10/3/2004	\$520.50	No	N/A
Stewart, Lindsay	Guatemala Guatemala City	9/20/2004 9/24/2004	\$618.50	No	N/A
Stout, Maria	United States District of Columbia	7/25/2004 7/30/2004	\$393.00	No	N/A
Swallow, John	Dominican Republic Puerto Plata	9/20/2004 9/25/2004	\$1,177.40	No	N/A
Terrell, Stanley	Costa Rica San Jose	8/23/2004 8/24/2004	\$658.00	No	N/A
Terrell, Stanley	Honduras Tegucigalpa	9/7/2004 9/8/2004	\$430.00	No	N/A
Terrell, Stanley	El Salvador San Salvador	9/16/2004 9/17/2004	\$318.00	No	N/A
Thorndahl, Reed	Honduras Tegucigalpa	9/16/2004 9/18/2004	\$1,041.00	No	N/A
Trostle, Richard Murray	United States Atlanta	9/20/2004 9/21/2004	\$183.20	No	Project Monitoring
Trostle, Richard Murray	Tanzania Dar es Salaam Kampala, Uganda Kigali, Rwanda Geneva, Switzerland	9/28/2004 10/21/2004	\$8,844.00	Yes	Support to the Field
Wainwright, Emily	United States Atlanta	9/20/2004 9/21/2004	\$328.20	No	Support to the Field
Wright, Susan	Kenya Nairobi	9/6/2004 9/17/2004	\$4,133.50	No	Support to the Field
Total:			\$178,263.67		

Mary Ann Abeyta-Behnke, TAACS Ethiopia

Quarterly Report

July 21 – October 20, 2004

Summary Activities Implemented This Period:

1. IR 14.1 Use of High Impact Health, Family Planning and Nutrition Services, Products and Practices Increased

Participated in an SO14 Partners meeting held in Addis Ababa; the purpose of the meeting was to update partners on the new Mission Strategy and to share implementation activities.

2. Overall SO Support

I was tasked to oversee the editing of the Activity Approval Document under the new SO14 Strategy. I also participated in the implementation of an SO14 partners meeting.

Major Accomplishments of the Period:

1. IR 14.1 Use of High Impact Health, Family Planning and Nutrition Services, Products and Practices Increased

Provided orientation to a newly hired Ethiopian National; she will assist me with the Population Reproductive Health Program. We will divide responsibilities such that she will oversee adolescent reproductive health and national population policy while I focus on implementation of family planning programs and government/donor coordination.

Provided an orientation and briefing to the new JSI/DELIVER Country Representative; he officially started work in mid September. Reviewed the annual work plan and training schedule for DELIVER. We are awaiting comments on the revised National Forecast of Contraceptive Procurement for Ethiopia that was given to the Ministry of Health; the shortage is getting critical. I wrote a vehicle waiver for the purchase of five, four-wheel drive vehicles for the DELIVER project. The interns from the Fritz Institute completed their survey of NGOs working in Ethiopia on humanitarian activities; we are still awaiting to see if there is a potential project for them in the future.

I supported two Foreign Service Nationals working in RH/FP to attend international meetings. The first was a contraceptive logistics workshop in Tanzania for three weeks and the second was a population policy meeting in Uganda for two weeks.

I initiated a monthly family planning partners meeting with the objective of sharing information and coordinating events and activities.

I called one meeting of the Population RH Donors Group during the quarter to review upcoming events, discuss challenges in population policy, contraceptive security and advocacy. The donors decided that we all should join together to speak with one voice on these issues since they are critical to the development of the country. This is the first time that the donors are united.

Participated in an international meeting on Population Leadership and a national meeting on Adolescent Reproductive Health, both were organized by the Packard Foundation.

I began working with the POLICY project to develop a two-year plan of action for policy dialogue at the national and regional level. The Population Policy should also be revised, but the priority now is to discuss the population momentum and its effects in all sectors.

2. Overall SO Support

Responsible for editing the SO14 Activity Approval Document sent to the Mission Director for his concurrence and approval. The document included a detailed mapping of the country jurisdictions and where the partners are working; this is an activity that I started and have maintained since I arrived nearly three years ago; the instrument has been extremely useful to the entire Mission. The office is now referred to as the Health, AIDS, Population and Nutrition (HAPN) Office.

Participated in the planning and conduct of the SO14 Partner's Meeting held at the Hilton Hotel for approximately 150 participants. Displays from the partners were shown so everyone could share their project objectives and outcome.

Major Activities Planned for July 21 – October 20, 2004

1. Determine how we can assist the Ministry of Health in developing an operational plan for implementing the Reproductive Health Strategy.
2. Review draft plans being prepared by the National Office of Population on high level and regional advocacy for population and family planning.
3. Oversee the National Adolescent Reproductive Health Strategy activities.
4. Prepare for year-end data analysis for the Semi-Annual Portfolio Review and for the Annual Report to Congress.

Priorities for this quarter—20 July- 20 October 2004

1. Attend the ACQUIRE regional meeting in Kigoma and do coordination with Jane Goodwall Institute, first week in August.
2. Field visit to Manyara and Arusha 14-20 July to begin preparation of health and environment activities.
3. Take the SAFE course in DC while on R&R/TDY in September
4. Assist in preparation of the 2004 DHS, and dissemination of 2004 THIS
5. Meetings with nutrition partners to develop work plan
6. Develop contraceptive security activities plans with Deliver and MOH

Activities and Accomplishments

1. I attended the ACQUIRE regional meeting in Kigoma and worked on developing the JGI work plan for PEPFAR funding. Report attached.
2. I visited Manyara and Arusha in July to begin preparation for health and environment activities there. Report attached.
3. While on TDY in the US I took the SAFE course. Report attached.
4. Work on the 2004 DHS has begun and preliminary results of the 2004 THIS are available.
5. The nutrition work plan will be finalized in November.
6. Contraceptive security activities with Deliver and the MOH are in progress.

Priorities for next quarter—20 October-20 Jan 2005

1. prepare the health section for the 2004 Tanzania Mission Annual Report
2. assist in recruitment of new staff to help the health SO implement its new strategy
3. finalize the ACQUIRE work plan
4. do program implementation reviews for Deliver and HKI/MOST
5. monitor DHS field work and THIS dissemination
6. work with PSO on SO collaboration, especially in the development of population, health, HIV/AIDS and environment (PHHE) activities.

Samia Altaf
Quarterly Report
August to October 2004.

- The program signed a Cooperative Agreement with John Snow Inc. Boston to implement the Maternal/Neonatal Health Program. This will be announced via a press release next week.
- Working with USAID funds, Family Health International (FHI) organized an HIV/AIDS advocacy workshop for media professionals in collaboration with local NGOs. The objectives were to: share the details of the HIV/AIDS activities; identify the limitations of print & electronic media regarding information dissemination about reproductive health issues including HIV/AIDS and develop strategies to overcome these limitations/problems. In addition to the Ministry of Health officials, the leading newspapers, radio and TV channels participated in this event. Media coverage for the event was extensive and included coverage by national television, radio and press.
- Green star Social Marketing, a USAID implementing partner, started work on developing new communication campaigns for Sathi brand condom and hormonal products. Creative briefs were developed and given to the advertising agency for developing initial concepts for testing with the target consumers through focus group discussions. Also, 3,000 sterile Clean Delivery Kits were sold by Greenstar to the Population Council's outreach unit at D. G. Khan for use in rural areas. The kit – which helps prevent transmission of tetanus and other pathogens, is one of the new products from Greenstar that help ensure clean birthing environment during home deliveries. Key Social Marketing (KSM), a USAID implementing partner, achieved their annual sales target for both injectable Depo-provera and oral contraceptive pills in just eleven months. Strong evidence that the new television and sales force promotions are effective.
- The Health office through its Technical Assistance Management Agency (TAMA) organized and conducted a two day consultation with all the major stakeholders to discuss the possibility of funding a DHS in Pakistan in 2005. This idea was received very well.
- I attended the Health SOTA in Delhi in October 4-8, 04. Met with the health officers from ANE Bureau and Washington.

TAACS Quarterly Report July 21 – October 20, 2004
Susan Bacheller, BGH/HIDN/ID

Major activities for this period:

1. **TB Team Leadership and Organization:** Regular bi-weekly TB team meetings were held, agendas prepared ahead of time, and minutes documented. I provided technical and managerial guidance to various TB team members in the following areas: research, communications/advocacy, child survival and health grants, and new drug development. I provided extensive comments on the TB on line training modules and participated in meetings with the technical designers of this activity. TB team responsibilities were updated to reflect changing needs and new activities.
2. **Guiding and Monitoring BGH TB programs:** I provided extensive support for the development of a Task Order Request for a GH core task order for TB. I helped prepare the guidance and feedback regarding Gorgas TB initiative activities, including input on key decisions about the future direction of this initiative. I reviewed and commented activities and plans for HCP, VOA, CDC, WHO, CSHGP, QAWD, IUATLD, and the Alliance for TB Drug Development. I provided technical and strategic guidance to TB team members working on diagnostics, lab strengthening, communications, and TB/HIV-AIDS co-infection. I am providing ongoing technical input to the design of the TBCTA follow-on, including participation in design retreats and review of the draft SOW, and the finalization of the draft results framework.
3. **Support to Missions:** I provided technical support assistance through field visits to USAID TB programs in Uganda and Cambodia. I participated in a joint monitoring and TA visit to Uganda (with Connie Davis of REDSO), and provided recommendations to help the mission strengthen their TB program through improved monitoring and supervision, strengthening of the laboratory network, exploring the use of non-monetary incentives to motivate health workers, and to strengthen case detection and collection of follow up smear specimens. In Cambodia, I had extensive discussions with URC and mission personnel about options for reducing the resistance of WHO to the idea of public private mix DOTS – suggestions including introduction of PPM through operations research, strengthening local MOH TB services in parallel to piloting PPM, and “repackaging” the PPM model approach to avoid the establishment of “DOTS centers” which give the appearance of establishing a parallel system. I also visited a very promising TB-HIV/AIDS activity in Battambang and Moun Roussey and observed effective implementation of the Gorgas TB initiative activity in that site. I continued to follow up on ISAC activities in Uganda, Peru, Pakistan, Indonesia, Russia, and Kenya, and to provide technical support to USAID/Mexico regarding options for programming of TB funding. I also reviewed and commented on scopes of work for social mobilization/IEC activities in Brazil. I provided inputs and suggestions for planning for the TB sessions of

the ANE Bureau health officers SOTA. Finally, I was selected to be the country coordinator for the Dominican Republic.

4. **Program Management:** I responded to numerous inquiries from Congress and constituents regarding USAID's TB programs. I assisted and guided a NEP who helped work on the follow-on design of the TBCTA, and an IDI who worked on a GH TB budget analysis. I provided extensive support in the finalization of the 2004 grant amendment to WHO, which resulted in the obligation of over \$5 million. I participated in the selection panel for a new Task Order for TB, and in the initially work-planning meetings with the contractor. I have provided extensive managerial and technical guidance to the TB team member and CTO responsible for this award. I review and commented on the revised GH strategy for surveillance.
5. **Global Leadership:** I participated in the STOP TB Coordinating Board conference calls on resource mobilization and advocacy, and the DOTS expansion working group core team, resulting in the planning of the agenda for the DOTS expansion working group meeting. Assisted with interagency coordination and planning related to the ISAC initiative I organized technical presentations at USAID, inviting outside speakers, on the following: Modeling the impact of DOTS; GDF; and health franchising. I also organized sessions and speakers for a symposium on Sustaining Achievements in TB Control, to be presented at the IUATLD World Congress in Paris in November. I provided extensive technical inputs to the preparation of the TB components of the OHA draft guidance on care for PLWA – the guidance will be used for priority countries that are part of the PEPFAR. I participated in USAID meetings and discussions about how to strengthen implementation of the GFATM TB grants.
6. **Reaching out to partners:** I worked with USAID missions and regional bureaus to explore collaboration with the ISAC initiative. Groups that I have met with or conference called with during this reporting period include: CDC, IUATLD, UAB, TBCTA, Health Franchising Initiative, OSI, the Global Alliance for TB Drug Development.
7. **Budget development:** I finalized the FY04 BGH core TB funding allocations.

Quarterly Report 7/22/04 – 10/21/04
Brad Barker, MPH MBA
TAACS/Senegal

Major Activities Planned for the Period:

Infectious Diseases

- Train as many Community Health Workers as is possible to implement community-level combination therapy for the treatment of febrile illnesses.
- Implement an expanded voucher system intervention while respecting the MoH's policy to subsidize ITN for pregnant women and children in the amount of 2,500 FCFA (approximately 5\$US).

Child Survival

- Prepare for implementation in 2005 of the recent policy decision to allow Community Health Agents (under certain conditions) to manipulate cotrimoxazole for the treatment of pneumonia in children.
- Complete the research activities and organize a national workshop to decide on a new and comprehensive policy for newborn care both at the clinical and the community levels.
- Establish a micro-nutrient fortification working group and develop an approach to assess market demand and supply capacity and constraints.

STI/AIDS

- Implement PMTCT in the Regions of Thies and Kaolack.
- Integrate FFP foodstuffs into ongoing care and support activities in favor of PLWHA and their families.
- Improve the functioning of the Country Coordinating Mechanism (CCM) of the Global Fund and ensure a better coordination between USAID, Global Fund and World Bank funded activities.

Reproductive Health (RH) & Family Planning (FP)

- Develop action plans to implement recommendations from the upcoming IUD and Contraceptive Security workshop that will increase the demand for the IUD and that will involve additional partners with the procurement of contraceptives for Senegal.
- Implement the social marketing of an injectable contraceptive program.
- Pursue the issue of the systematic application of oxytocine during the third stage of pregnancy.
- Finalize the RH Formative Supervision tools and oversee their effective use in USAID supported Districts.

Decentralized Health Care Planning & Financing

- Implement the health promotion contracts of 120 Associations of Community Health Workers (ARPV).
- Prepare for the development of 2005 integrated local community health plans and budgets in light of the phasing out of the matching grants program.

Major Accomplishments of the Period

Infectious Diseases

Approximately one hundred community health workers were trained in the management of malaria and the application of combination therapy in accordance with the policy adopted in Senegal in 2003. In addition to these community-level workers, all health care providers in the health centers and health posts supported by USAID were trained in both intermittent preventive treatment of malaria for pregnant women as well as combination therapy for children.

Last year, in order to increase the use of insecticide treated nets (ITN) a voucher system was tested that provided a \$5.00 subsidy for pregnant women and children. This year, this system is expanding and will be applied in six health districts.

Child Survival

Following the policy workshop that recommended that Community Health Agents (under certain conditions) be allowed manipulate cotrimoxazole for the treatment of pneumonia in children, recommendations were prepared and presented to the Minister of Health. USAID is presently preparing to implement this recommendation in several Health Districts starting in early December. AID/W has provided USAID with an additional \$300,000 to apply this policy.

After the successful completion of an 18-month pilot test and research activity, a workshop was held to develop a national policy for newborn care both at the clinical and the community levels. Recommendations from this workshop are being considered by the Ministry of Health. USAID is preparing to implement these recommendations in the health districts it supports.

There is a consensus among in-country actors over the need to promote micro-nutrient fortification as a complement and alternative to supplementation. Some policy issues persist within AID as to what AID intends to do to promote this key policy reform. Additionally, the person within the Ministry of Health formerly in charge of the Nutrition Division has accepted a position at the University and has not yet been replaced. Pending some resolution of these two aspects of the question, the dialogue process is on hold.

STI/AIDS

A strategy to implement PMTCT services in the Health Districts of Thies and Kaolack, both supported by USAID, was developed. Trainers were trained in preparation for the training of health care providers. A study tour was organized to Cameroon and Rwanda. The results of this study tour are being integrated into the strategy and training materials.

Discussions were finalized that will lead to both Counterpart International and Catholic Relief Services providing Food For Peace food supplies to Persons Living with HIV/AIDS in USAID/FHI supported regions.

USAID/Senegal has worked considerably to improve the functioning of the Country Coordinating Mechanism (CCM) of the Global Fund and ensure a better coordination between USAID, Global Fund and World Bank funded activities. A technical committee was established to review the situation and recommend ways to strengthen the CCM and donor coordination in general. The Committee proposed the establishment of a Technical Secretariat and USAID/FHI has offered to take the lead to organize the Secretariat. The CCM has yet to vote on the recommendation of the Committee.

Reproductive Health (RH) & Family Planning (FP)

Decisions to pilot test an IUD checklist with health care providers and to pilot test post-partum IUD insertion were taken by the Ministry of Health in collaboration with USAID and other UN and bilateral partners.

Market research for an eventual inclusion of an injectable contraceptive within the contraceptive social marketing program continues in preparation for an early 2005 launch.

The results of the test of the recently developed Reproductive Health Formative Supervision tools and exercise were presented and well received by the Ministry of Health as well as other donors. Efforts are underway to better integrate recent policy advancements in HIV/AIDS and in Child Survival into these tools. The MoH intends to hold a national symposium on the issue of supervision where these tools will serve as the primary working documents.

Decentralized Health Care Planning & Financing

Contracts were signed with 123 Associations of Community Health Workers (ARPV) and the implementation of contract activities began.

An activity to determine how Health Management Committees can be better structured and organized was initiated in four Health Districts. In three of these four Districts, an ongoing assessment of the effect of the suspension of the matching grants component of USAID's support to decentralization commenced.

Major Activities Planned for the Next Period:

Infectious Diseases

Dialogue with the Ministry of Health to ensure that Senegal's choice of drugs for combination therapy of malaria is presented on blister packs in time for the 2005 transmission season.

Conduct an assessment of the supply and availability of HIV, Malaria and Tuberculosis drugs and supplies within the public health sector.

Expand the voucher system approach to providing ITN to pregnant women and children under five in six health districts.

Child Survival

Implement the recommendation to allow Community Health Agents to manipulate cotrimoxazole for the treatment of pneumonia in children in as many health districts as possible.

Finalize and obtain approval from the Minister of Health to extend to additional health districts the national newborn care policy.

Elaborate of program of priority child survival activities to be conducted over the next two years within the BASICSIII project.

Achieve a consensus for an in-country working group on micro-nutrient fortification and begin research and policy dialogue in preparation of commencing with one foodstuff (most likely cooking oil) and one micronutrient (most likely vitamin A).

STI/AIDS

Finalize the PMTCT strategy, train and supply health care providers in the Districts of Thies and Kaolack.

Ensure that the CCM considers and decides a policy following the recommendations of the Technical Committee to strengthen CCM functioning and donor coordination.

Revisit USAID's strategy for addressing the concerns and needs of key at-risk or bridge groups such as CSW, MSM, fishing and transportation industry workers.

Reproductive Health (RH) & Family Planning (FP)

Pursue policy dialogue in view of having the Ministry of Health adopt a policy in favor of the systematic use of oxytocin to prevent post partum hemorrhage.

Complete the IUD checklist study in preparation for the efforts to promote the IUD nationwide.

Finalize market research activities that will lead to the introduction of an injectable contraceptive within the contraceptive social marketing program in view of an early 2005 launch.

Support the Ministry of Health's proposal to conduct a national symposium on the issues surrounding supervision within the health sector.

Decentralized Health Care Planning & Financing

Continue to monitor to implementation of the contracts signed with 123 Associations of Community Health Workers (ARPV) to conduct a set of health promotional activities in light of both the likely need to discontinue with some ARPV as well as the possibility to expand the types of activities conducted by some.

Quarterly Report 21 July 2004 – 20 October 2004
O. Masee Bateman
USAID/India

Overview of the Quarter

This quarter made substantial progress on developing the child survival division of the PHN office, contributing to the development of the national RCH program, managing a number of ongoing activities.

Activities and Achievements by Work Objective

Work Objective 1: The Child Survival Division with PHN is established and effective.

Performance Indicators:

1. Additional senior FSN Project Management Specialist recruited and integrated into the Child Survival Division.
2. PHN Child Health Program Strategy revised

Activities and Accomplishments:

- One senior FSN officer has been selected and recruited to join the child survival division as a full time member. This was a long process and the position had to be advertised and the selection process followed twice. The new officer should be on board in USAID in early January 2005.
- The JHU Child Survival Fellow who was previously in the HIV/ID Division has been assigned to the Child Survival Division full time. He will continue to manage polio activities, will initiate additional routine immunization activities and manage this part of the CS portfolio, and will manage a new malaria initiative.
- One existing FSN staff has been allotted 50% time in the CS division, roles and responsibilities and associated work objectives have been worked out. We are exploring the possibility of getting an additional full time FSN slot for the CS division.
- Lily Kak, maternal and neonatal health advisor in USAID/W/BGH/HIDN spent 10 days with us assisting in developing and draft a maternal and neonatal health portion of the revised child survival strategy.
- The revised child health strategy has been drafted and will be finalized with additional discussions, TDY's and revisions by February 2005.

Work Objective 2: Lead the mission in the implementation of the USAID urban health activity.

Performance Indicators:

1. Urban child health activities initiated in 3-4 cities.

2. Urban Health Task Order developed and procured.
3. Urban Health technical assistance and support mechanism institutionalized in India

Activities and Accomplishments:

- The urban health activities under EHP were closed out in September, and work on the new task order began in late September.
- Urban health activities are proceeding as planned in Indore, Agra, and Calcutta (Kolkata). We have indications that we will be invited to work in Jamshedpur (state of Jharkhand) within the coming quarter.

Work Objective 3: USAID technical leadership in child health issues established and continued.

Performance Indicators:

1. RCH II design and implementation effectively supported in the area of child health
2. Effective mechanisms developed to support other PHN divisions in child health matters

Activities and Accomplishments:

- Participated in a RCH technical preparation mission in October – a collaborative mission of all donors and the GOI in preparation for RCH II
- The new Zinc initiative being developed with the PPRIME division of PHN, and with the support of the ANE bureau and key Indian partners has continued to develop. We assisted in a national Zinc in Human Health conference and have initiated discussions with private sector partners. We are working in close partnership with ANE bureau and HIDN partners in the development of this initiative.
- The CS division is very actively engaged in planning for NFHS III (the third round of DHS in India).
- We participated in a national Immunization Program Assessment in August/September, which will shape future program priorities.
- We are a founding member of the Indian Child Survival Partnership – and India has committed to join the Global Child Survival Partnership. India will host a large national meeting, with as many as 50 international guests from USAID, World Bank, UNICEF, WHO and so on – with a focus on accelerating child health improvements in India. This is scheduled 29-30 November and we will provide substantial support and LOE to the planning of this.
- I participated and presented in the ANE PHN SOTA in Delhi in October 2004.

Work Objective 4: Indo-US Scientific cooperation established to address key child health issues

Performance Indicators:

1. USAID resources are targeted to priority neonatal health research activities
2. Neonatal health implementation activities supported by USAID are well evaluated and documented.

Activities and Accomplishments:

- Activities have continued as planned, with no major developments. I have spent about 25% of my time on the management of these activities.
- I participated in and gave the keynote address at the IndiaCLEN annual meeting in September.
- I gave numerous presentations on urban health, neonatal health, and related child health matters in local and national meetings.

TAACS Quarterly Progress Report
7/21/04-10/20/04
Alan H. Bornbusch
GH/PRH/CSL

Work Objective 1: Promote, expand, and integrate contraceptive security concerns within the broader international community.

- Provided technical backstopping for USAID participation in the Reproductive Health Supplies Coalition.
- Provided technical guidance
 - for design of USAID-funded activities in support of the Coalition – advocacy mapping, harmonization of contraceptive projections.
 - to Gates Foundation and Supply Initiative on future program directions in reproductive health commodity security.
 - on final design of SPARHCS publication.

Work Objective 2: Promote and strengthen USAID planning, programming, and implementation for contraceptive security.

- As part of core group for development of a contraceptive security index, provided technical advice on completion of the index and production of a wall chart to be published in early November.
- Participated in graduation working group.
- Provided technical guidance for case study of SPARHCS in Indonesia, and for follow-on activities on media advocacy for contraceptive security in Asia.
- Gave brownbag on contraceptive security at Center for Communications Programs, Johns Hopkins University Bloomberg School of Public Health.

Work Objective 3: Promote and strengthen contraceptive security planning, programming, and implementation in USAID country programs.

- Continued to provide technical guidance for West Africa regional initiative for reproductive health commodity security, with DELIVER Project, West Africa Health Organization USAID/WARP, UNFPA, World Bank.
- Provided technical backstopping on contraceptive program needs in Bangladesh, Jordan, and West Africa.
- Continued to provide technical advice on formative assessments for design of a FP/RH program in Ukraine and on monitoring indicators.
- Helped organize contraceptive security session for ANE SOTA and prepare introductory presentation.

Work Objective 4: Effective leadership and management provided to contraceptive security team.

- Completed management coaching to improve team leadership skills.

- Completed second contraceptive security team retreat to define a “road map” for team activities, further clarify roles and responsibilities, and develop new strategies to meet team goals and office expectations.
- Participated in “working group” of global leadership priority (GLP) champions to advise Front Office on roles and management of GLPs.

**Quarterly Report for CEDPA
Tim Clary**

**Senior Advisor for HIV/AIDS, Infectious Diseases and Reproductive Health
USAID Mission to Ukraine, Belarus and Moldova**

June 21, 2004 – October 26, 2004

During the previous quarter I was involved in the following activities:

- 1) Served as Acting Office Director from July 1 – August 6, September 15 – 17, and October 4 – 7;
- 2) Served as Acting SpO1 environment team leader from July 7 to July 18;
- 3) Assumed new duties as an infectious diseases advisor. This included providing technical assistance on hepatitis, STIs, and tuberculosis.
- 4) Completed the position descriptions and CAJES for all FSN staff of OHST;
- 5) Initiated and coordinated the annual performance review of three FSN staff;
- 6) Was named CTO for USAID/Ukraine's new \$8.2 million HIV/AIDS award. Prior to this participated in the negotiations and subsequent to the award assisted with the post-award press conference and the review of 1st year work plan;
- 7) Continued serving as CTO for JSI's \$6 million Mother and Infant Health Project. This included modifying their existing contract to include a PMTCT component and work in more sites, and reviewing their 3rd year work plan;
- 8) Participated in procurement, design, and budget planning meetings;
- 9) Worked with USAID/Ukraine's program office in the finalization of OHST's PMP;
- 10) Coordinated the implementation of a Willingness and Ability to Pay for Contraceptives Survey to be implemented by the U.S. Census Bureau and The POLICY Project;
- 11) Coordinated a reproductive health logistics survey conducted by DELIVER;
- 12) Coordinated the efforts of the Synergy Project to provide technical assistance to the GFATM in Ukraine. This included reviewing the SOW and budget;
- 13) Coordinated a survey of the private sector's ability to provide contraceptives in Ukraine;
- 14) Initiated the design of a new \$9.8 million reproductive health program for Ukraine;
- 15) Finalized technical review memos for two rounds of USAID/Ukraine's HIV/AIDS APS;
- 16) Reviewed, edited, and finalized a report on the status of PMTCT programs in Ukraine;
- 17) Reviewed and approved The POLICY Project's reproductive health work plan for Ukraine;
- 18) Reviewed and approved PHR+'s work plan to provide technical assistance on national health accounts;
- 19) Finalized WHO's TB work plan for Ukraine;
- 20) Traveled to Belarus to provide technical assistance for the design of a new HIV/AIDS program. Also, reviewed designs for anti-trafficking and OVC programs in Belarus;

- 21) Provided technical assistance to USAID/Moldova in the finalization of its HIV & Hepatitis project, including the PDAP and subsequent procurement document;
- 22) Traveled to Romania to learn more about its reproductive health program and program for addressing the needs of HIV affected children;
- 23) Served as a discussant of the session "Pandemic: Facing AIDS – Russia", IREX Contemporary Issues Fellowship Program, Kiev, Ukraine, September 2004 and as a presenter at "International Efforts in HIV – USAID", US-CEE Research Networking Meeting on HIV/AIDS and Related Conditions, Bucharest, Romania, October 2004;
- 24) Wrote and/or edited fact sheets on reproductive health, HIV/AIDS, anti-trafficking and tuberculosis;
- 25) Served as an observer at numerous GFATM tenders done by the International HIV/AIDS Alliance;
- 26) Wrote the SOW for an MSM mini-KAP;
- 27) Drafted and/or edited numerous cables including those related to PEPFAR, and ARVs;
- 28) Reviewed a new proposal to establish a childhood immunization registry in Ukraine;
- 29) Reviewed and finalized rejection letters for an HIV/AIDS procurement;
- 30) Reviewed and provided negotiation assistance on a grant for HIV affected children;
- 31) Assisted in the preparation of all project related MAARDS;
- 32) Reviewed a DCOF proposal for Belarus;
- 33) Served as OHST's representative on the Financial Management Financial Integrity Act committee;
- 34) Wrote and/or edited several briefs and talking points for the Mission Director and U.S. Ambassador to Ukraine;
- 35) Provided two post award debriefs. One for a successful applicant, the other for an unsuccessful applicant.
- 36) Participated in the negotiations of a stigma and discrimination cooperative agreement and a PMTCT grant. This included a technical review of the work plan and a review of the proposed budget;
- 37) Provided preparatory materials and participated in a workshop regarding VCT services in Ukraine;
- 38) Briefed the new Belarus/Moldova desk officer on OHST's programs;
- 39) Assisted in the sending of Ukrainian participants to the international HIV/AIDS conference in Bangkok, Thailand;
- 40) Provided technical assistance to USAID/Armenia in the design of a new reproductive health program;
- 41) Prepared several CNs regarding USAID/Ukraine's health programs;
- 42) Held meetings and discussions with AIHA, BTEP, CRDF, UNFPA, Altarum, DHHS, Counterpart, IOM, ADRA, UUARC, Holt, University of South Alabama, IREX, GFATM, OSI, TPAA, DOW, BRDC, WHO, PATH, AFEW, Carelift, and the American Jewish Committee regarding USAID's programs in Ukraine.

Quarterly Report (Aug – Oct 2004)

Andrew Clements, Infectious Disease TAACS, USAID/Asia and Near East (ANE) Bureau

1. ANE Regional HIV/AIDS and Infectious Disease Program

- Worked with the Regional Development Mission-Asia (RDM-A) in Thailand to complete transfer of regional infectious disease funds for obligation.
- Completed discussions with partner organizations (e.g. TB Coalition for Technical Assistance, World Health Organization) on new activities to be conducted with FY 2004 funding.
- Participated in an expert group discussion on drug quality and antimicrobial resistance.
- Provided input for a briefing paper on the problem of poor-quality medicines and their impact on health and development in developing countries.

2. Technical assistance to missions/countries

- Participated in the review of proposals for a USAID grant to address infectious diseases among Burmese migrant along the Burma-Thailand border.
- Assisted in revising the new health strategy submitted by the mission in E. Timor.
- Organized and assisted in the development of four infectious disease presentations for the ANE State of the Art training course for field-based PHN officers.
- Discussed possible options for infectious disease programming with PHN staff from Pakistan.
- Briefed the new Mission Director for RDM-A and a new USAID health officer prior to their postings in Thailand and Cambodia, respectively.
- Organized pre- and post-travel briefings for ANE's Assistance Administrator on HIV/AIDS in Vietnam and USAID's staff and program.

3. Technical assistance to USAID/W

- Developed and delivered a presentation for USAID/Washington health staff on the problem of poor-quality medicines and the status of ANE efforts to address the issue.
- Participated in discussions to develop a new regionally-funded activity to improve the health of people in poor, urban areas.
- Provided technical input related to malaria programs in Asia for testimony by the Global Health Bureau's Assistant Administrator.
- Provided input on the development of a new project within the Global Health Bureau to strengthen health systems.
- Participated in the orientation of new country-support staff within the Bureau for Global Health and new AAAS Fellows starting at USAID.
- Monitored developments in the avian influenza outbreaks in Asia and participated in a USG meeting on the topic convened by the State Department.
- Provided input on a model for country allocation of USAID population funds.

Quarterly Travel Plans (Nov 2004 – Jan 2005):

- Nov 14-20: Vietnam (regional meeting on antimalarial drugs) and Thailand (discussion with USAID and CDC). Travel approval submitted separately.

Quarterly Report for Gary Cook
Senior Health Policy Advisor in ANE/TS
July 21 to October 20, 2004

This is the twenty-first quarterly report of my work as Senior Health Policy Advisor in the Asia Near East Bureau.

General Assistance to the PHN Program of the Asia Near East Bureau:

- Served as acting ANE/PHN team leader since the Foreign Service Officer, Jed Meline, left his assignment. After serving eight months of his tour, Jed was seconded to serve as a USAID liaison for humanitarian and relief work at the National Security Council. A replacement is not expected until December requiring a prolonged period where I will be acting team leader.
- Supervised the four other members of the team, coordinate their efforts, report up the chain of command in the Bureau, speak on behalf of the health sector in the Bureau.
- Saw to its conclusion the development of the PHN section of the ANE/TS Strategic Vision. Provided input overall to the Strategic Vision, which seeks to breakdown “stove-piping” in the Bureau’s approach.
- Continued supervision of the ANE Bureau input to the health sector reconstruction in Iraq.
- Reviewed USAID/East Timor health strategy to assure that it will focus and limit the health activities and to assure that family planning was included. This required extensive negotiation with the Mission, including communication of issues via State to the Ambassador. In the end, a successful compromise was reached and the concept paper is more technically and developmentally sound than when originally submitted.
- Consulted with visiting PHN staff from numerous missions in the region regarding their programs and needs from the Bureau. (Jordan, India, Indonesia, Pakistan, Vietnam, Regional Development Office/Asia in Bangkok)
- Interviewed candidates for two vacant positions in the Bureau for Global Health/Regional and Country Support Office. The two senior positions will provide support to the ANE region. These positions remain vacant, causing additional strain on the workload and coordination efforts with GH. Interviews continued into the end of the period.
- Provided mentoring and advise to a variety of NEPs in the NEP class number 10. Arranged rotations in the ANE bureau to carry out specific functions in Washington as well as in missions including Afghanistan and RDM/A.
- Maintained and updated the FY '04, '05, and '06 CHS and ESF budget tables for all missions in the ANE region. Started negotiations in the PHN Sector Council’s finance subcommittee on the allocation of FY’06 funds across regions.
- Oversaw the transfer of PD&L funds to GH for obligation to the appropriate projects.

ANE PHN State of the Art (SOTA) Training Course in Delhi:

- The final planning and execution of the biennial SOTA training program came to fruition during this period. The SOTA was held in Delhi the first week of October.
- This was a major event. Sixty-six PHN Officers from all 13 missions with PHN programs attended, in addition to 20 Washington staff and about 10 outside presenters.
- Planning included development of the curriculum based on mission preferences and technical innovations since the last training. It also included preparing talking points for Administrator, Andrew Natsios, who kicked off the week with his remarks. Also, lined up plenary speakers and presenters and developed course outline and main points.
- Provided a motivational keynote address to the group, immediately after the Administrator's comments. Later in the week, provided the budget scenario and a variety of technical interventions.
- The Mission Director in India (Walter North) is slated to become the Senior Deputy Assistant Administrator in ANE, so we arranged half-hour briefings from each country team. This provided an orientation to him on the issues and successes of the programs.
- A number of recommendations from the field are being collated into a reporting cable.

Afghanistan:

- Oriented Jim Sarn, whom I had recruited, to the Senior General Development Officer position for the social sector. He will oversee the health and education sectors.
- Provided continuing financial guidance to the Mission and to ANE on program plans and requirements.
- Briefed new Program Officer, Rick Scott on program activities and issues.
- Briefed GAO team about to head out to Afghanistan on a review of USAID assistance in all sectors.
- Hosted the Deputy Minister of Health, Dr. Sherzai, for a half-day session along with colleagues from GH.
- Consulted with Bill Newbrander, MSH, re continuing support to the MOH in capacity strengthening and institutional development. Especially development of the basic package of hospital services.

Iraq:

- In the absence of the ANE/PHN team leader, returned to a supervisory role in the USAID/Washington health team support for USAID/Iraq.
- Consulted with visiting Deputy Minister of Health, Dr. Shakir, on health care delivery and prospects for the future.
- Continued to negotiate and liaise with the issue of the Basra Children's Hospital. This involves dealings with NSC, the Hill, OMB, Project HOPE, and the Mission.

Pakistan:

- Continued to liaise with the new FS PHN Officer, Chris McDermott, who is now at post. He has engaged in the issues and is taking a dynamic leadership role with the existing PHN staff at post.
- Engaged with AMS, HR, and the Mission on long term staffing issues for the Mission.

Yemen:

- Provided guidance and mentorship to the PHN Officer, through weekly phone calls and especially during his attendance at the SOTA
- Supported the two-person team in the development of the Performance Monitoring Plan (PMP). Liaised with Nahoko Nakayama and Peggy Meites as follow-up to their TDY.
- Supervised the development of a multi-year obligation plan for USAID/Yemen's health portfolio.

Gary Cook/October 20, 2004: ANE/SPOTS/gcook/CEDPA/21st quarterly report

**TAACS
QUARTERLY REPORT
Kristin A. Cooney, Senior Technical Advisor/Reproductive Health and
Child Survival
USAID/WARP (SO5)**

July 21, 2004-October 20, 2004

CTO, AWARE-RH:

- Conducted regular management meetings with project staff, which was challenging during this period due to extensive travel of all personnel.
- Conducted regular technical meetings with selected technical staff (on topics such as contraceptive security, obstetric fistula, national health accounts, etc.).
- Began designing WARP regional response to obstetric fistula with input from partners and USAID/W.
- Participated in work plan meetings and provided input to revising work plan before final submission.
- Met with technical staff to begin to develop regional approach to obstetric fistula.
- Coordinated support to polio immunization campaign in Mauritania.
- Conducted coordination meetings between AWARE-RH and field support partners.
- Reviewed and approved travel requests.

RH, CS, and ID Team Leader:

- Reviewed and approved travel requests for field support activities, including ensuring linkages with Embassy personnel in non-USAID presence countries and WARP implementing partners.
- Commodity Security: Reviewed status of all countries receiving contraceptive support from USAID/WARP. Followed up on request for technical assistance from Burkina Faso. Maintained regular contact with USAID/W CSL. Participated in and presented at Regional Commodity Security Planning workshop held in Ouidah, Benin, in late September/early October.
- Field support: Worked with ACCESS Project on SOW for WARP support. Met with DELIVER Project representatives to further define roles and revise work plan.
- Repositioning Family Planning: Met with Advance Africa colleagues who are organizing November Repositioning Conference in Accra. Provided substantive input to draft agenda and conference organization. Corresponded with colleagues in Washington, as well as POLICY Project and AWARE-RH to refine efforts for conference.
- Program Office activities: Provided ongoing responses to Program Office requests, including preparation of several documents (country activity sheets, program description, presentations) for WARP Advisory Board, to be held in Dakar in October.
- Supervisory responsibilities: Reviewed and provided guidance to work of all SO5 employees in absence of Team Leader. Reviewed and approved timesheets, travel and transportation requests, in absence of Team Leader.

- Interface with Country Team, USAID/Washington: Provided updates to country team on program activities and needs. Responded to ad hoc requests for information. Held conference calls to update on activities. Coordinated Washington visits to assist with workload.
- Technical Advisory Group Meeting: Developed agenda and coordinated presentations for WARP SO5 Technical Advisory Group Meeting to be held in Dakar in October.
- WARP Advisory Board Meeting: Provided input to Program Office, as above. Prepared presentation on regional response to obstetric fistula to be given to Advisory Board members in Dakar and to be discussed in sidebar meetings with USAID/W to seek additional funding for regional effort.
- Child Survival Proposals: Discussed this year's Child Survival PVO grants with several organizations that are planning to submit proposals and are seeking WARP support.

HIV/AIDS:

- Oriented new WARP HIV/AIDS staff (HIV/AIDS Advisor and Senior HIV/AIDS Specialist).
- Directed proposals to AWARE-HIV/AIDS for West Africa Ambassador's Fund for HIV/AIDS.
- Corresponded with and met with UNHCR West Africa Representative to determine feasibility of providing condoms to refugee/vulnerable populations.
- Reviewed and approved travel requests when acting Health Team Leader.
- Participated in review of proposals submitted on HIV/AIDS under Annual Program Statement mechanism.

SO5 General Activities:

- Performance Management Plan (PMP) Meeting and Activities: Finalized PMP Performance Reference Sheets and reviewed with all partners; finalized narrative; reviewed with USAID/W staff.
- PIMS: Coordinated responses to questions regarding database that will be set up to track PMP indicators. Worked with MEASURE Evaluation to schedule visits.
- Worked with all partners to ensure provision of trip reports and workshop reports to WARP.
- Assisted in preparations for triennial review of WARP in Washington.
- Recruitment of Personnel: Revised and re-advertised for Senior Capacity Building Advisor (USPSC). Developed interview guides and participated in selection committee for the position. Revised and re-advertised for RH/CS Specialist. Developed interview guides and participated in selection committee for the position. Wrote selection memos for both posts.
- Coordinated funding of WAHO Ministers' Meeting to be held in Accra in October.
- Participated in TAACS training in Washington in late July.
- Participated in WARP staff retreat in August.
- Reviewed vouchers of all partners.
- Served as Health Team Leader during absence of supervisor.

CEDPA QUARTERLY REPORT July 20- October 21, 2004
Cornelia E. Davis MD
Senior Technical Advisor, TB & HIV/AIDS, Kenya

A. Major Activities Planned

The major activities planned for this quarter were accomplished. Dr Davis with another consultant returned to Burundi to complete a new health design for the country. She also attended the 4th Global TB/HIV meeting in Addis Ababa, and REDSO's annual Partners meeting is scheduled 18-20 October in Entebbe Uganda and Dr Davis will be presenting and leading a break out group on infectious diseases. Additional activities were accomplished this quarter with a TDY to Djibouti to follow up on work plans of the new contractor. Also a TDY was made to Uganda on the request of the mission to review implementation of the tuberculosis activities being supported by the USAID mission.

B. Major Accomplishments

1. Dr Davis and Mr Glenn Slocum were tasked with developing the new health design for the Burundi program 2005-2007. Following up on a previous visit, the team visited NGOs, multilateral, and bilateral donors in the country to ascertain what they were doing in health and to get their ideas of what should be done. The country remains in a transition period, with periodic outbreaks of violence towards specific ethnic groups. Just one day after our visit a refugee camp on the northwest border was attacked by Congolese rebels. The refugees were primarily women and children. Given the continuing sporadic episodes of insecurity the team's recommendation was to start development work in two provinces that have been the most secure and in areas where other development partners in agriculture and Democracy and Governance are also working. The new health project would support a minimum health package of key interventions expected to have an impact on morbidity and mortality. Depending on the political situation and funding this work could expand to up to six provinces.
2. Dr Davis returned to Djibouti on the request of the mission to follow up implementation activities of the new contractor JSI, in the health program. As yet the office is still short staffed and is awaiting the PSC Health officer who should be arriving in November 04. The main objective of the TDY was to assess how well the contractor was settling in, and review and approve the detailed implementation plan for the project. JSI has found office space and set up their premises and conducted a quick assessment of the health posts and centers in the rural area. The contractor appears to be working well with Djibouti counterparts. We reviewed the draft work plan which was too ambitious to be accomplished in the period of the project life.
3. Discussions were held with the Ministry of Health and JSI and the mission to identify the key health interventions that USAID would support. The Ministry minimum package had some 40 interventions. USAID support would focus on

some 8 key maternal and child health interventions, and mobilizing the community. The chief of party has revised the work plan to reflect these discussions.

4. The TDY visit to Uganda was made in conjunction with Ms Susan Bacheller B/GH to review implementation of TB activities by the mission. The AIM project is making a significant contribution to strengthening CB DOTS in the districts where they are working and we can expect to see an improvement in key TB indicators such as treatment success and case detection. The Districts are very engaged and supportive of TB-HIV/AIDS collaborative activities. Hopefully, these will serve as a model for other districts and zones in the country.
5. Recommendations from the review were: USAID ID TB funds will continue to be needed to strengthen CB DOTS. Continue providing support to strengthen CB DOTS, with particular attention to:
 - a. Quality and consistency of supervision
 - b. Smear microscopy – consistent use for diagnosis, collection of follow up specimens, and quality
 - c. Recording and reporting
 - d. Reduce missed opportunities for case detection

Consider implementing an incentive system that recognizes high performance and improvement of performance (i.e. case detection, treatment success, lab quality); proceed with IEC activities once lab services are in place and performing adequately to handle the increased volume of smears, and continue to ensure that: tools are developed in partnership with the NTL; and that all USAID projects are coordinating and not duplicating efforts. Finally, continue to support the professional development of the AIM staff.

6. **4th Global TB/HIV Working Group Meeting in Addis Ababa.** While much work has been done over the last two years, more needs to be done: There are a number of key components of TB/HIV collaborative activities that need to scale up in all countries:

Activities to decrease the burden of TB in PLWHA

- Intensified TB case-finding for those found to be HIV-positive at VCT
- Intensified TB case-finding for all PLWHA at routine health checks, at least annually
- Intensified TB case-finding for PLWHA at every contact with the health service
- A formal referral mechanism between HIV diagnostic and care services and TB services for PLWHAs who have symptoms of TB
- Isoniazid preventive therapy (IPT) for PLWHAs who have latent TB infection

Activities to decrease the burden of HIV/AIDS in TB patients

- Routine HIV testing and counseling for all TB patients
- Promotion and provision of HIV prevention (condoms and education) for TB patients
- Cotrimoxazole preventive therapy (CPT) for HIV-positive TB patients who during TB treatment
- ART for eligible HIV-positive TB patients

- A referral mechanism for HIV-positive TB patients who need HIV care and support
7. **Routine surveillance** is the recommended way to obtain data on TB/HIV activities. TB/HIV monitoring and evaluation indicators have been developed and were disseminated at the meeting. Ways were suggested for modifying the TB registers to capture TB/HIV surveillance data at the district level, and each country must decide how and when to adapt.
 8. REDSO/PHN Partners meeting was held Oct 18-20 in Entebbe Uganda. The meeting brings together our three African organizations and the CAs that support their work. Dr Davis presented a talk on Updates on infectious diseases focusing on the new malaria drug policy using Artemisinin combination therapy. She also focused on the progress of TB/HIV collaborative activities. Partner organizations were expected to work on their plans for FY05 and FY06.
 9. Dr Davis continues to provide health services to the Sudan Field Office. She was on the selection panel to choose a PSC Health officer who should be arriving by the middle of October. Until the new Health officer is fully up to speed, she will continue to provide significant assistance to the office.

C. Major Activities Planned Next Quarter

Dr Davis will participate in the Health Ministers Meeting, CRHCS which will be held in Victoria Falls Zimbabwe Nov 1-5, 2004. She will also participate in a CRHCS/NETMARK meeting on the reduction of taxes and tariffs to be held in Johannesburg Nov 8-9. December will see a monitoring and supervisory visit to DROC for TB. And a visit to Ethiopia which will focus on expansion of CB-DOTS and TB/HIV. Then in Jan there is a TB/HIV visit to Mozambique Jan 17-21, 2005.

Quarterly Report
Nancy E. Fitch, MD
USAID-Rwanda HIV/AIDS TAACS
July 1- September 30, 2004.

This quarter has been characterized by intensive PEPFAR COP05 and 5 year strategy development, to be submitted by October 29, 2004 due to severe staffing limitations, the PEPFAR team in Rwanda has had a series of short term TA as well as multiple staff travel from USAID OHA to assist with COP activity. Despite extensive support, COP completion and strategy completion are continuing up until the last minute possible.

This COP process, compared to the COP04 process has had very active participation by the Government of Rwanda, as well as involvement from non-governmental organizations. Hopefully, the final product will have much greater buy-in from our stakeholders.

Future travel plans include traveling to Washington for Acquisition Management Training from Jan 10-14 and A&A for CTO supervisors.

We have recruited and made offers to four staff. A new health officer will be arriving in January and we are still recruiting a Strategic Information Officer.

Nancy Fitch

**QUARTERLY TAACS REPORT
(AUGUST 2004 to OCTOBER 2004)**

**Matthew Friedman
USAID/RDMA/HHO**

A. INTRODUCTION:

My major responsibilities in USAID/Regional Development Mission/Asia (RDMA), Bangkok, Thailand consist of co-managing the HIV/AIDS and Infectious Disease portfolio for fifteen focus countries. I also provided technical support to the Human Trafficking and Thai/Burma border programs.

B. ACTIVITIES COMPLETED:

Below are some of the more significant activities carried out to date:

- Participated in the assessment of the Thailand/Burma health border programs.
- Managed and facilitated the Mekong Regional Trafficking in Persons assessment process.
- Developed a Trafficking in Persons proposal for the Mekong Region
- Visited Burma, Japan, India, Laos and Cambodia (2x).
- Visited Japan to continue discussions on donor collaboration.
- Put in place a strategic process for developing a consolidated HIV/AIDS donor collaboration process.
- Participated in a systematic review of our existing M&E process.
- Worked with CDC to develop a collaborative relationship.

C. ACTIVITIES FOR NEXT QUARTER

The major activities for the next quarter are as follows:

- Continue developing the overall Mekong Regional HIV/AIDS, ID, Human Trafficking and Thai/Burma Border programs for the HHO.
- Continue revising the operational plan for a new Burma/Thailand partnership program.
- Present the results of the anti-trafficking assessment within the Mekong Region.

Dale Gibb, Senior Technical Advisor/ Policy

TAACS Quarterly Report, July 21, 2004—October 28, 2004

TAACS and other NDH programs

No further discussions have been held regarding the place of TAACS in the Agency's health sector staffing – so no guidance has gone out regarding these positions. We are reviewing new requests for TAACS against the legislative ceiling and contract amounts. The FY 05 ceiling of \$13.5 million for Child Survival and Infectious Disease TAACS seems assured. We have not discussed a level for FY 06.

UNICEF

We prepared position papers, especially on mid-terms evaluations of programs, for the September UNICEF Executive Board, and have followed up on questions raised in discussions with Regional Directors. Due to a very busy fall schedule on the part of senior HIDN officers, we had to cancel the technical consultation planned for UNICEF on October 26. In the meantime, individual technical managers are consulting as needed with UNICEF on specific questions. We conducted an orientation for the new USUN representative based in New York, and worked with her on a speech to be given at the UN General Assembly this week.

World Health Organization

We have scheduled the annual day and a half USAID-WHO Technical Consultation for the January 12-14 period. That is the week preceding the WHO Executive Board, as well as the UNICEF Executive Board which implies intense preparation work in early January. We also completed the annual grant to WHO.

High Level Forum

I attended the second Preparation Meeting, held in Paris, October 5, for the High Level Forum for Policy Makers on the Millennium Development Goals to be held in Abuja, December 2-3. Dr. Peterson will attend the meeting. We are trying to assure that this group focuses on concrete means of improving health systems, which has involved a series of discussions with WHO and the World Bank, led by Richard Greene and our Health Systems Division. My notes from the October 5 meeting are attached. We will be reviewing these against the minutes prepared from the meeting in deciding on next steps toward our goal.

Haiti

We have finally selected a new Alternate Country Coordinator, a member of the commodity Security and Logistics Division of the Population and Reproductive Health Office. Given that commodities are a continuing problem in Haiti, even in good times, we are pleased with the selection. We have continued backstopping the Mission on personnel issues, in water and sanitation, and in meeting the continuing requirements for planning and data for the President's Emergency Plan for AIDS Relief. The security situation in Haiti has again worsened, making it impossible for staff to be in the office. So our weekly phone call schedule has been greatly

disrupted. We did have a Haiti Team Meeting in late August, at the time of a visit of a new Haiti staff member.

Vietnam

We have met a couple of times with ANE and Office of HIV/AIDS staff on the PEPFAR plan for Vietnam, coordination with the World Bank and on staffing questions. The Mission seems to have been able to meet requirements for planning and data in good form, with help from ANE staff. The Vietnam Mission reports to the Regional Office in Bangkok although they are under oversight of the U.S. Embassy in Vietnam. This raises some questions but has not been a major problem. The HIV/AIDS program has received quite a bit of publicity, especially on the seriousness of the stigma problem in Vietnam. We have also understood that the source of ARVs for the program may be a problem.

Retreat

I worked with the new Deputy, Elizabeth Fox, and Irene Koek to plan a retreat for the senior HIDN staff, especially to deal with the budget process and means of assuring a fair and transparent way of securing budget for health systems work from the Strategic Objectives managed in the office. A process of assuring improved dialogue between the Health Systems Office and other Divisions and the SOs was developed, along with a timetable. The need to assure a common view toward results to be achieved in systems work was stressed. We also developed an office calendar to help us anticipate upcoming time crunches.

PASA

We provided additional funding for the PASA but are still trying to come up with a more systematic way of handling requests. New staff at HHS are on board—we are working out new ways of dealing with them after working with one individual from the early years of the PASA.

Staffing

We hired a new Program Assistant for the Front Office, to work with the Office Director and Deputy and with the Communications Specialist. He is doing an outstanding job.

James Griffin
Quarterly Report
Period covered: July 21, 2004 to October 20, 2004

Overview of Activities:

The main tasks accomplished during the first part of this quarter were related to getting settled personally and beginning the orientation to the USAID health portfolio in Afghanistan. Towards the end of the quarter, in addition to becoming familiar with the Afghanistan program, I begin to set in motion a process to evaluate the REACH project. REACH is the largest USAID bilateral investment in the health sector in Afghanistan. At the same time I took the lead in developing the next mission health strategy. Because the existing projects were developed at a time when USAID/Afghanistan was in a humanitarian assistance mindset, as opposed to a development assistance mode, much of the programming was done in the absence of a cohesive strategy for the health sector. The other task that I took on towards the end of this reporting period was the orientation of two newly hired Foreign Service Nationals (FSNs).

Specific Activities:

a. Orientation to the health portfolio

Much of the first month in Afghanistan was spent reviewing documents, attending meetings and briefings all related to the health portfolio. This process has slowed down somewhat, as I have learned a great deal about the REACH Project as well as some of the other smaller projects in the health portfolio.

b. REACH Evaluation

I recruited an external consultant to serve as a team leader on the REACH Project, refined the scope of work, and developed a draft evaluation methodology. One of the key objectives of this activity, apart from reviewing the accomplishments of the REACH project, is to develop a project evaluation competency within the Ministry of Health. Due to the 23+ years of civil unrest in Afghanistan, both the human and institutional capacity has suffered, thus many of the staff at the MOH are not conversant on the various public and reproductive health best practices. As such, USAID is using this activity to help develop evaluation capacity in the MOH. We will continue to take this approach in other areas whenever possible.

c. Health Strategy

I have begun a process of developing a five-year health strategy for Afghanistan. This will be part of a larger mission strategy. One of the goals of this process is to develop a strategy in partnership with the relevant stakeholders in Afghanistan. To achieve this, the

health office convened a series of meetings with the various stakeholders. These include the Ministry of Health, NGOs as well as other donors.

d. Orienting Health FSNs

USAID hired two FSNs to serve as Project Management Specialists. Both have other donor experience, but are unfamiliar with USAID policies and procedures. Thus, a significant amount of time was spent during this period orienting them to USAID regulation as well as the health portfolio.

Obstacles:

1. **Security-** Security is an ever-present problem in Afghanistan and will continue to be so for the short and medium terms. Security concerns make it difficult to visit project sites.

Objectives for the Next Quarter:

1. Complete the evaluation of the REACH Project,
2. Complete the mission health strategy,
3. Develop a training plan for the 2 Health FSNs,
4. Continue to manage the REACH and PSI agreements, and
5. Visit at least three provinces.

QUARTERLY ACTIVITY REPORT FOR THE PERIOD July 21, 2004 through October 10, 2004 FOR SARAH HARBISON

As acting Team Leader of the Operations Research team:

■ **Technical advisor to the Frontiers Cooperative agreement.**

- Assisted in identification and planning of new research initiatives for the next year, and meetings with regional directors; led meetings at WHO to review WHO/Frontiers MOU, and facilitated dissemination of the research results; reviewed dissemination materials (OR summaries and program briefs); and reviewed proposals for new OR projects.
- Supervised the operations research technical assistant.
- Provided mentoring to the Program Research Fellow
- Continued leadership as the point person for the youth initiative in OR
- Continued to monitor implementation of research activities.

■ As acting Deputy Chief of the Research Division, assisted the Chief of the Division in management, budgeting, staffing, and general leadership responsibilities. Took responsibility for orientation of two new staff members, a utilization advisor and a direct-hire social scientist.

■ Supervisory responsibility for two PLP fellows

■ Provided technical and management backstopping to the FGC Advisor.

Provided backstopping to the CTO for the Population Council Programmatic Grant with particular responsibility for social science research and Navrongo activities.

■ Participated in the Bureau-wide adolescent working group, and in the Repositioning of Family Planning Initiative.

■ Participated extensively in the PAC working group, focusing on the research compendium and identification of research needs, and in the Repositioning Family Planning in Africa Working Group.

■ Represented USAID on the technical advisory group of the Social Science task force of the HRP program, WHO/RHR; participated in annual meeting to review proposals and set strategic directions for the next year.

- Prepared briefings for international donors, cooperating agencies, and other organizations on operations research, and identified opportunities for collaboration and utilization of research results.
- Provided technical review of a wide range of documents, reports, proposals and technical papers for USAID, WHO, the Population Council, SDI and the RTU; served as a peer reviewer for articles which had been submitted to several international population journals.
- Participated on the Bangladesh and Egypt country teams.
- Provided ad hoc technical assistance to members of the Office of Population on a range of research issues including design, sampling, and analysis.
- Organized several meetings of the Journal Club.
- Served as the technical advisor for research to the Youthnet project; participated in project planning meetings, contributed to the development of the research agenda, and reviewed research protocols.

David Hausner, TAACS Cambodia
Quarterly Report
July 21, 2004 – October 20, 2004

Major Accomplishments of the period:

1. Participation in NAA Coordination Committee

The National AIDS Authority is the coordinating body that oversees the AIDS activities across ministries in the Cambodian government. I continued to participate in this group.

2. Participation in the PMTCT Technical Working Group

I continued to participate in this group. During this quarter, I assisted in the initial planning for a national workshop for provincial medical personnel.

3. Participation in the Facility-based Care for HIV/AIDS Working Group

I began to participate in this working group during this quarter. This group is putting together a reporting system and patient monitoring system for all facilities with HIV/AIDS continuum of care programs.

4. New Grantee

A new award was finally made this quarter to CRS with a sub-award to Maryknoll. I have been the lead in developing this activity and will be the CTO for this award. CRS/Maryknoll's program will provide care and support to PLHA and HIV prevention education to poor communities in Phnom Penh.

5. Drug Management for Childhood Illnesses

The implementation agency for the DMCI survey that will be conducted in Cambodia with funds to MSH was chosen this quarter. They have begun preparations for the survey. This is an activity that I manage.

6. Annual Work Plans

I finished reviewing annual work plans from WHO, FHI, and PFD.

7. MAARDS and Field Support

The MAARD for PFD was finally finalized during this quarter. This involved a lot of negotiation with the Procurement Office since we requested a ceiling increase. I was able to get the increase so that PFD can continue and expand some much needed child survival activities and dengue control activities.

8. HIV/AIDS and Drug Use

As this is an emerging area of need for Cambodia, I have been involved in discussions with the national AIDS program, our own office, and some CAs about how we can address drug use and HIV risk. We have begun some assessment funding and may soon be involved in our first harm reduction related program.

9. USAID—JICA MOU

I participated in continuing discussions on how we can strengthen our ties with JICA programmatically.

10. ICEHA and volunteer AIDS doctors

An organization called ICEHA brings volunteer medical doctors from the US and other experienced countries to resource poor countries to work for 3+ months building capacity among local doctors. ICEHA has an MOU with the national AIDS program and I was involved in helping to set up the initiation of two sets of volunteers to begin this quarter. FHI will probably develop a sub-award with ICEHA to expand this program, and I have been working with FHI to make sure this happens appropriately. This has a tremendous potential to improve services for a relatively low cost.

11. Strategy Design Team

A strategy design team came to Cambodia this quarter to assess what our new strategy should look like for 2006-2010. I participated with the rest of USAID/OPH in the assessment process with this team.

12. CAJE

I filled out the necessary forms for the CAJE for the two employees I supervise. This is a computerized job classification system used throughout USAID and State.

13. Team Building

We began our annual team building exercise this quarter. I am participating.

14. SOTA

I attended the SOTA meeting in New Delhi, India.

**Quarterly Report for Janet Hayman
July 21 – October 20, 2004**

This quarter saw my transfer from USAID/REDSO's HIV/AIDS Office to the HIV/AIDS Division, PHN Office, USAID/India. My last two months at REDSO (August and September) were taken up with planning and organizing an HIV/AIDS Partners Meeting to launch the implementation of the new multi-sectoral regional HIV/AIDS program. I also spent ten days in Zimbabwe as a member of the PSI Mid-Term Assessment team appointed by USAID/Zimbabwe.

I joined USAID/India on October 1 as a Senior Technical Advisor on HIV/AIDS. My first week was spent at the Asia and Near East (ANE) Bureau SOTA. Since then, after going through my internal orientation, including meeting with Strategic Objective teams and initial visits with partner organizations, I have been focusing on helping form and working with a Mission Committee to plan for World AIDS Day activities and to continue the WAD focus on "Women, Girls, and HIV/AIDS" throughout the year. I also made two trips to Chennai, first to accompany Roxana Rogers, Deputy Director, GPA/OHA to visit USAID-funded projects, and secondly to represent Walter North, USAID/India Mission Director, at the opening of the new floor of the APAC Offices and deliver a short speech on behalf of USAID.

Travel

Aug. 13-26: TDY in Harare, to take part in USAID/Harare mid-term assessment of PSI projects
Sept. 15-24, 28-30: Annual leave
Oct. 1: Travel to New Delhi
Oct. 11-13: TDY to Chennai to visit APAC projects, with Roxana Rogers and Sanjay Kapur
Oct. 23: TDY to Chennai to attend the opening ceremony of APAC's new office floor

Meetings

Aug. 10: Meeting with Naomi Rutenberg, Population Council for briefing on Horizons
Sept. 1-3: REDSO HIV/AIDS Partners' Workshop
Sept. 10: Attended meeting with the Administrator, Andrew Natsios, at U.S. Embassy
Oct. 4-8: Attended ANE SOTA in New Delhi
Oct. 26-27: Briefing meetings with FHI and PSI

Mildred Howard, TAACS
Quarterly Report
July – September 2004

Overview: Despite vast improvements in the availability and quality of primary public health services such as immunizations and family planning, Egyptian health policy makers are concerned that significant segments of the population still do not benefit from these advances. There are still great disparities in the distribution of services as well as the ability of people to access good, reliable care. Furthermore, as a middle-income country, the primary care needs of Egyptians are changing; new public health challenges relate to emerging infectious diseases and alarming increases in morbidity/mortality related to environmental and lifestyle factors (diabetes and cardiovascular diseases, in particular). Egyptian policy makers want a primary health care system that *integrates all basic health care* into a Family Health service delivery model. The system of the future would effectively link with secondary and tertiary care; would extend the reach and coverage of basic health care to all family members; and would strengthen both the quality control and sustainable financing of public and private care.

USAID is providing support to public and private health sector institutions to make the primary health care service delivery system more effective and sustainable. USAID provides assistance (operational support, staff training and development, assistance with large scale policy research, and development of technical documents and guidelines) to a cluster of Ministry of Health and Population technical offices concerned with analysis and formulation of new primary care policies, programs, and implementation strategies. USAID has competitive advantage and is at the forefront of assistance to strengthen critical emerging public health priorities such as Emergency Medical Services and Disaster Preparedness. USAID directly assists governorate/district health managers in Suez Governorate with implementation of a new prototype primary care service delivery system, including upgrading and conversion of selected health facilities to the new Family Health Unit model, and training of family health managers and clinicians.

Although USAID support for health sector reforms has been on-going on a tentative basis since arrival of the TAACS in January 2001, specific implementation agreements with government and the main contractor were not finalized until Q3/2004 -- about the same time as decisions were being finalized by Mission management to end USAID support by the end of CY 2005. The Mission's proposed modifications to the bilateral agreement that would finalize cancellation of USAID support for health reforms by the end of CY 2005, still have not been signed off by the Ministry of Health and Population.

The TAACS Advisor proceeded on Annual Leave during the month of September 2004, and learned upon return to post of the Mission's offer to extend the TAACS contract by one year through January 2006 to allow for orderly close-out of USAID support to health reforms. Cumulative and quarterly achievements of the activities being overseen by the TAACS are nonetheless remarkable, having been carried out, as they were, in an environment of continuing uncertainty.

Progress this quarter:

- **By the end of Q4/2004, Egypt's 2nd National Health Accounts (NHA) Survey was being finalized and preliminary results were being reviewed by senior policy makers in the Ministry of Finance, the Ministry of Planning, and the Ministry of Health and Population.** The GOE is still considering the exact format for dissemination of NHA results, but study findings are already generating interest among health planners and stakeholders. Egypt emerges once again as a leader among countries in Africa and the Middle East in being able, with USAID support, to further strengthen its technical capacity to produce a high quality NHA.
- **Development of a national health facility accreditation system also made significant progress during Q4/2004.** In addition to 45 Family Health Accreditation Surveyors previously certified, another 26 surveyors specializing in hospital accreditation were trained in September 2004, and preparations were finalized for five prototype self-assessment accreditation exercises in selected public and private hospitals to be undertaken place during FY 2005 with assistance from USAID. There is currently a groundswell of enthusiasm among public and private hospital administrators to have their facilities accredited according to international standards, and USAID believes when USAID support to this activity ends in FY 2005, USAID will have achieved a breakthrough in the area of health sector quality improvement.
- Issues of security, disaster preparedness, and capacity to provide effective emergency medical services (EMS) is among the GOE's and the MOHP's highest priorities. Egypt has a rudimentary, peace-time EMS system that is in urgent need of upgrading and strengthening. In the past, the USAID-supported Healthy Egyptians 2010 arranged for technical assistance through the U.S. Department of Health and Human Services that brought U.S. EMS experts to do a comprehensive review of the Egyptian EMS system in March-April 2003, resulting in a National EMS Plan. **In June 2004, USAID sponsored a visit to the U.S. by the Egyptian Undersecretary for EMS to meet with the State Directors of the U.S. National Association of EMS.** He attended a meeting of the U.S. National EMS for Children State Director's meeting; visited the University of Maryland Shock-Trauma Center and the State EMS Program, considered the best in the U.S.; visited with the Director of the

National Highway Transportation Safety Administration; participated in a videoconference with the Injury Control Unit at the Centers for Disease Control, Atlanta; and visited the "Safe Kids Campaign" to determine the feasibility of developing a similar campaign in Egypt.

- **In Suez Governorate, major progress was made in mobilizing PHR+ technical assistance and laying ground work for full installation of the Family Health Model in three of four districts by the end of FY 2005.** Restructuring and training of district management and Family Health Fund teams began in July 2004. PHR+ employed a rapid assessment approach for facilities planning and business planning that improves on the lengthy "master planning" methods used in several other governorates. Facility planning for the Family Health Units to be renovated has now been decentralized, with local managers substantially in charge of tendering of civil works now scheduled to begin in early 2005, and be completed by June/July 2005. A comprehensive family health training program for managers and clinicians has been developed with the Ministry of Health and Population, and contracting with local training institutions has begun.
- **During Q4/2004, long years of effort on the part of the MOHP and donor partners, including USAID, to mainstream health sector reforms finally began to crystallize.** To date, the Health Sector Reform Program along with USAID and European Commission technical advisors have developed and are pilot-testing the Family Health Model (including setting facility, clinical, management and financing regulations, systems and protocols), in five Governorates. In a separate development, the MOHP Primary Health Care Department has built more than 1,000 "family health units" over the past 3 years that adhere to some but not all of the official standards. In August 2004, the Family Health Model was reviewed by the GOE Cabinet, Minister Tag El Din announced the consolidation of both streams of the Family Health Model, and mandated that the MOHP Primary Health Care Department assume responsibility for implementation of the Family Health Model reform, bringing the total number of participating governorates to thirteen. At the Minister's directive, there has been an unprecedented level of lateral communications at MOHP headquarters, at governorate level, and among reform donors and technical advisors to ensure that reforms, in general, and particularly the Family Health service delivery models in all governorates meet national standards.

C. Kirk Lazell, TAACS, Namibia
Quarterly Report
Period 04-21-04 to 07-20-04

Major activities planned for coming period:

Office of the President's Emergency Plan for AIDS Relief:

Begin implementation of Track 2 activities under the President's Emergency Plan; plan for and field the O/GAC pilot team for the 2005 web-based COP and the Technical Core Team for Namibia in two, week-long team visits; conduct consultations on the 5-Year Strategy and 2005 COP with GRN representatives, implementing partners and stakeholders; serve as the Secretariat for USG Unified Team planning, developing and drafting the Namibia Country Operational Plan for FY 2005 and 5-Year Strategy.

Emergency Plan crosscutting activities:

Provide technical assistance to Peace Corps and the U.S. DOD for the planning, development and drafting of their FY 2005 COP activities and their contribution to the 5-Year Strategy.

Major Accomplishments of the period:

Office of the President's Emergency Plan for AIDS Relief:

Finalized Interim Progress report (October 1, 2003 to March 30, 2004) for PMTCT and Track 1.5 activities and sent to O/GAC; began implementation of Country Operational Plan (COP) FY 2004; finalized Injection Safety Track 1 work plan; commenced planning for AIDS Indicator Survey/DHS; acting as technical advisor to the Ambassador, represented the Namibia USG Team at the annual Emergency Plan field meeting in Johannesburg, SA, prepared the Namibia Country presentation and presented and participated as a panelist on the Human Capacity Development panel; nominated as one of only three field members of the newly constituted O/GAC Management Team charged with analyzing issues obstructing the rapid scale-up and smooth implementation of the Emergency Plan across 15 focus countries and developing and proposing solutions and mechanisms; worked closely with CA and implementing partners to develop their 2005 COP proposals and budgets.

Emergency Plan crosscutting activities:

Worked with Peace Corps to develop a training module and work plan for community mobilization PC Volunteers in treatment catchment communities and participated in the training of new volunteers; worked with DOD and SMA/PSI, its implementing partner, to expand/integrate prevention and testing activities with the Namibia Defense Force.

C. Kirk Lazell, TAACS, Namibia
Quarterly Report
07/21/04 to 10/20/04

Major activities planned for coming period:

Office of the President's Emergency Plan for AIDS Relief:

Finalize 5-Year Strategy and 2005 Country Operational Plan (COP) and submit to O/GAC by October 29, 2004; prepare Annual report (October 1, 2003 to September 30, 2004) and submit to O/GAC for PMTCT, Track 1.5 and Track 2 activities.

Emergency Plan crosscutting activities:

Work with Peace Corps and the Department of Defense to finalize their input to Strategy and 2005 COP and to ensure synergy with USAID activities in same sector.

Major Accomplishments of the period:

Office of the President's Emergency Plan for AIDS Relief:

Began implementation of Track 2 activities under the President's Emergency Plan; fielded and participated on the O/GAC pilot team for the 2005 web-based COP and on the Technical Core Team for Namibia in two, week-long team visits (a total of 15 members with both teams); conducted a week of consultations on Strategy and 2005 COP with GRN representatives, implementing partners and stakeholders; working with and as the Secretariat for USG Unified Team planned, developed and drafted Namibia Country Operational Plan for FY 2005 and 5-Year Strategy.

Emergency Plan crosscutting activities:

Provided technical assistance to Peace Corps and the U.S. DOD for the development and drafting of their FY 2005 COP activities and their contribution to the 5-Year Strategy.

Marta Levitt-Dayal
SO9 HIV/AIDS Team Leader
USAID/Zambia

Summary of activities:

1. Signing and startup of New Awards

- Led the SO9 team to complete the procurement process and award two major projects:
 - a. RAPIDS, “Reaching HIV/AIDS Affected People with Integrated Development and Support” (RAPIDS)”, a consortium led by World Vision with CRS, Africare and Salvation Army and the Expanded Church Response for \$30.4 Million
 - b. SHARe, “Sharing HIV/AIDS Resources and Expertise”, led by JSI with Abt Associates and Initiatives, Inc. for \$20.9 Million
- Handed over Activity Manager responsibilities for The Policy Project, The Corridors of Hope Cross Border Initiative, and Food Aid/nutrition and HIV/AIDS activities to the newly hired SO9 team members
- Worked with SO9 Team to establish new CTO and AM roles and responsibilities
- Provided supportive supervision to SO9 CTOs and AMs
- Held post-award conferences with the two prime partners
- Worked closely with new Chiefs of Party to develop initial plans and start up activities
- Coordinated with the Zambia State Department Public Affairs Office and CoPs to finalize press releases
- With SO7 (PHN) implemented a New Partners Meeting in September for all 6 new SO7 and SO9 partners

2. OVC Situation Analysis and RAAAP

- Organized and supervised an international consultant through Synergies to provide technical assistance to the Central Statistics Office for a secondary analysis of the DHS in regard to OVCs. Went to Kabwe to monitor the secondary analysis workshop and reviewed initial and subsequent draft reports.
- Worked closely with SO9 M&E focal person and Deputy Team leader along with UNICEF and FHI to finalize the National OVC Situation Analysis and the Rapid Appraisal, Assessment and Action Plan for Zambia, which are now both ready for printing.

3. SO9 Management

- Oriented 3 new SO9 staff, including an American PSC.
- Designed and conducted mini- retreat for SO9 staff in early September
- Provided on-going technical and administrative guidance and supervision to all 5 SO9 staff

- Conducted weekly staff meetings and SO9 team meetings
- Guided staff in reviewing and developing workplans.
- Participated in weekly Team Leader Meetings and bi-weekly SO9 meetings with Mission Director
- Developed SO9 Team Staff Training Plan for FY 05
- Represented USAID in numerous GRZ, donor and partner meetings in Lusaka, including a briefing for World Bank ZANARA and IMF
- Attended the Regional HIV/AIDS Program (RHAP) workshop held in Capetown, South Africa as the sole representative of the USAID/Zambia mission
- Represent the USAID/Zambia mission in the Harmonization in Practice (HIP) committee on NGO Harmonization
- Participated in Technical Evaluation Committee for the SO7 HIV/AIDS Service Delivery Award
- Conducted a SO9 and mission HIV/AIDS orientation for the new USAID Mission Director
- Set up appointment and accompanied new USAID Mission Director for courtesy call with National AIDS Council Acting Director General

4. *Technical Support and Guidance*

- Worked with Washington-based CTOs and SO9 Activity Managers to close The Policy Project and FHI/IMPACT SCOPE OVC Project
- Participated in a series of meetings on the Corridors of Hope Project re-organization and established a CoH Steering Committee
- In collaboration with cooperating partners, organized four PEPFAR track 1.5 activity launches, accompanied the Ambassador on two of these launches - Arthur Davison Hospital Family Support Unit in Ndola and the Konkola Copper Mines HIV/AIDS workplace program in Chingola, and the Mission Director on the launch of the Lusaka Corridors of Hope site.
- Arranged a TDY for Julie Chitty, USAID/W and Kendra Philips, RHAP/USAID/Pretoria to visit Zambia and provide technical assistance in the area of Palliative Care

5. *The Emergency Plan*

- Spent significant time during the months of August and September FY 05 COP to plan for the FY 05 Country Operational Plan for SO9, SO5, SO6, SO8 and the USG. This included:
 - a. Working with a consultant, on developing an ACCESS database for partners to enter their FY 05 plans
 - b. Orienting and training partners and other SOs in how to fill out the database
 - c. Working with partners on revising and finalizing their FY 05 plans
- Worked with the USG/Zambia PEPFAR Team to organize two large Stakeholders Meetings to get input for the FY 05 COP
- Participated in a one week PEPFAR workshop with core team members and Zambia USG team members to develop a vision and 5-year strategy for PEPFAR in

Zambia. Drafted several sections of the 5-Year PEPFAR Strategy for Zambia and edited the final version prior to submission to the core team

- Helped to coordinate the Strategic Information TDY by Cynder Hiner of OGAC, including trainings for USG members and for partners on the COP database conducted by Cyndi Hiner from OGAC
- Led the USG PEPFAR Strategic Information team on the conceptualization of a Scope of Work for the development of a USG/Zambia PEPFAR Partner Reporting database. Have dialoged and negotiated with Synergy Project to select an appropriate consultant.
- Responded to daily communication regarding PEPFAR

6. *Global Development Alliances*

- Spearheaded the conceptualization of two Global Development Alliances (GDA) on HIV/AIDS workplace programs that expect to leverage over \$1M per year from the private sector: (1). Agribusiness GDA with Dunavant Cotton, Clark Cotton and Zambia Sugar; (2). Extraction/Mining GDA with Konkola Copper Mines, Mopani Copper Mines, and Copperbelt Energy Corp
- Participated in two negotiation meetings
- Supervised and advised the USAID mission team that is facilitating these GDAs, eg. SO9 Activity Manager and two Program Officers
- Negotiated with new SHARe Project to incorporate technical support and channels funds to these two GDAs into their workplace program as the USAID contribution

Tara Lewing
Quarterly Report
October 20, 2004

Country Coordination: Provided several briefings to staff; the new Deputy PHN officer who went to the Mission this summer, and two consultants who are doing a small study on the successes of the FP program in Zambia.

PRH Budget: Provided support to PRH front office in finalizing all budget plans for the FY04 OYB. Worked with program staff to successfully obligate the full OYB by September 30. We have begun to plan for the FY05 budget season—portfolio reviews have been organized, annual financial reports have been requested and guidance is being prepared to request preliminary workplan submissions.

Field Support: We completed another very difficult year of obligating field support funds to GH projects. This work continues to get more cumbersome with each year. The complications this time around stem from the many layers of HIV/AIDS funds and issues around the procurement of new projects. Despite the complications, we still managed to obligate 99% of all planned field support to our Bureau. I am the primary representative on field support issues for PRH and continue to manage the ANE region field support, backstopping all other regions as needed. I presented a session on field support for the semi-annual TAACS training.

Project Management: During this reporting period most of these activities focused on working out issues related to the systems that the project supports on behalf of the Bureau. We continue to manage significant staffing issues. I have reviewed several final products for CTO approval and am preparing for the upcoming results review for bureau-wide projects.

Other activities:

I participated in several major PRH meetings held in September. One was a CAs meeting which focused on sharing the draft strategic framework for PRH and the results of a recent M&E study that was conducted for PRH to assess our overall efforts in M&E. The other meetings focused on our Global Leadership priorities, where champions and office staff discussed our results over the last year as well as directions for future work. These latter meetings are meant to guide project managers in deciding appropriate activities for their projects within these priority areas. I continued to participate in discussions and advise on the evolution of data to address OGAC needs for tracking and reporting on funds under the Emergency Plan. I have also advised NEPS who have come to me with questions regarding financial tracking and management for programs as they engage in TDYs with assignments in this area.

I continue to participate in many high-level discussions on Agency financial systems, including developing a “fix” to the field support system as Phoenix is rolled out to the

missions in the coming year. We have been developing requirements for a broader field support system that will link with the Agency's accounting system. I presented to the senior leadership on the benefits of this new application and how it can be used for an effective Executive Information system for other areas of financial management and tracking beyond field support. We have won support of senior leadership for our proposal and now are engaged in development for other areas as well.

Finally, I have begun work in procurement sensitive areas that I will not be able to address in these reports.

Maryinez Lyons - Office of HIV/AIDS, USAID/REDSO/ESA

Quarterly Report - September 16-30, 2004

Note: My contract with CEDPA began on 16 September.

Summary of activities:

- Field visit to Asmara, Eritrea (September 6-16) to meet with USAID team to discuss REDSO's launch of a new SO8 strategy and program to address the epidemic of HIV/AIDS. In Eritrea we met with partners, FHI and PSI, the Minister of Health, the DOD representative for HIV/AIDS and others.
- Reviewed CARE/CORE Initiative annual report and proposal
- Supervised REDSO Program Officer
- Engaged in planning phase of the major Transport Corridor Program to address HIV/AIDS on a regional basis
- Team leader for the BCC network

From: Paul Mahanna, Senior Program Advisor, TAACS assigned to USAID/W
Date: October 20, 2004
Re: Quarterly Report for the time period September 20, 2004 – October 20, 2004

Summary of Activities:

- FY 2004 OHA Budget
 - Provided ad hoc budget tables as needed.
 - Analyzed and revised the headquarters administrative budget funded by O/GAC.
- FY 2005 OHA Budget
 - For USAID's Legislative and Public Affairs, developed a budget table illustrating OHA's Core dollar amount by (1) technical assistance, (2) targeted evaluation, and (3) personnel and staff. Then within each of the above categories, estimated the amount of staff time devoted to prevention, treatment, care and other. The table was requested by a congressional staffer from the Foreign Operations Appropriations subcommittee.
- FY 2006 OHA Budget
 - OMB FY 2006 Budget Hearing. Coordinated and developed answers to OMB questions regarding the Global Health (GH) Bureau's FY 2006 request related to HIV/AIDS.
 - Met with Office of the Global AIDS Coordinator (O/GAC) and HHS staff to strategize on answering OMB questions in a coherent fashion.
 - Along with other GH Bureau staff briefed OMB staff on the answers to their questions.
 - OMB Follow-up Questions. Developed answers to OMB follow-up questions. Along with other GH Bureau staff briefed OMB on the answers to their questions.
- OHA's Reporting Requirements
 - Lead OHA staff person for coordinating and reporting USAID's quarterly obligations to O/GAC.
 - Participated in an internal USAID strategy meeting to determine the best way to collect the fourth quarter O/GAC obligations.
 - Participated in an interagency (O/GAC, USAID, HHS, DoL, DoD, and Peace Corps) meeting to determine the best way to collect and report O/GAC obligations for the fourth quarter in FY 2004 and forward.

- With the assistance of SPBO staff, developed a working knowledge of the Crystal Reporting System (USAID's financial management reporting system).
 - Trained Sherri Legall, OHA program assistant, on using the Crystal Reporting System to generate budgeted and obligated amounts for Focus and Non-Focus countries. This information will be used as a quality control check against what the Bureaus submit.
 - With assistance from PPC staff, developed a revised O/GAC reporting format to send out to the Bureaus (Africa, Europe & Eurasia, Asia & the Near East, and Latin America and the Caribbean).
 - Worked with the Africa Bureau staff to ensure the revised O/GAC reporting format would be amenable to the Bureaus.
 - Coordinated an internal data request for the Bureaus to report on obligations for the fourth quarter.
 - Provided technical assistance to Bureau staff as needed on collecting and submitting quarterly data.
- Portfolio Review
 - Participated in the GH Bureau's initial meeting on the Portfolio Review strategy.
 - Reviewed and analyzed numerous versions of the OHA's portfolio review presentation slides.
 - Revised presentation slides as needed.
- General Office
 - Briefed USAID's Security policies and procedures.
 - Trained on CEDPA's TAACS policies and procedures.
 - Attended a presentation on African Palliative Care.
 - Edited/revised a document regarding direct hiring authority. The GH Bureau is preparing this document to request permission for direct hiring authority from OPM.
 - Attended the FY 2005 Russia Budget Hearing.
 - Briefed by USAID IG staff on the Compliance Supplement Data requirements.

MARGARET (PEG) MARSHALL
QUARTERLY REPORT
July 1- September 30, 2004

Hired as Senior Technical Advisor for MCH and ID in the Latin America Bureau
Start date: April 4, 2003

Trainings/Meetings Attended:

- August 30-September 3, attended the Rational Management of Pharmaceuticals training sponsored by Management Sciences for Health/RPM*plus*. This course was extremely timely and very helpful in helping to develop our new antimicrobial resistance strategy.
- Attended USAID training on emergency preparedness in the home and workplace.

TB Team (member)

Attended fortnightly staff meetings when in town.
Reviewed a series of unsolicited proposals and gave recommendations.
Meet with Glaxo Smith Klein staff regarding potential collaboration on antimicrobial resistance issues.

Malaria Team (member)

Met on an ad hoc basis with GH malaria team.
Worked with Peru staff to continue devolution of sub-regional malaria work to Peru.
Continue to represent USAID at PAHO malaria meetings.
Hosted semi-annual Amazon Malaria Initiative semi-annual steering committee meeting.

Newborn Health Expanded Team (member)

Held preliminary meetings with new GH newborn advisor. Started dialogue on how to harmonize new regional newborn initiative with GH efforts.

Maternal Health Expanded Team (member)

- Held two meetings with USAID and POPPHI staff (Prevention of Post Partum Hemorrhage Initiative) to explain LAC issues and start working on the workplan.
- Participated in ACCESS new project start-up meeting and presented LAC plans for this mechanism.
- Participated in CATALYST/CEDPA meeting on post-partum care, appropriate elements and quality of care issues.

SUPPORT TO THE FIELD

Responded to routine requests, forwarded topical articles to mission staff, and traveled to El Salvador to assist with their AAD development.

TASK FORCES/WORKING GROUPS

- Worked on development of new GH Surveillance Strategy. Provided verbal and written input to latest draft. This process has been slowed and is not yet final.
- Have played a prime role in the interagency negotiations of the new PAHO grant.
- Have held multiple meetings regarding development of new activities for the new three year SO in the areas of antimicrobial resistance, newborn resuscitation, post-partum hemorrhage, and education of skilled birth attendants. Negotiations are in various stages with CAs, a university, and a PIO. This process has been quite slow for our maternal and child health agenda as awards have come out quite late this year.

TDYs

- August 2- 6, San Juan, Puerto Rico. Attended and presented speech at a regional meeting co-sponsored by the USAID supported PAHO maternal mortality reduction program and PAHO collaborating agencies. Met with University of Puerto Rico School of Public Health regarding their interest in submitting a proposal.
- September 27- October 9, San Salvador, El Salvador. Assisted USAID mission with creation of their new AAD. Met with local professionals regarding potential collaboration in new regional POPPHI and neonatal resuscitation efforts.

OTHER MEETINGS AND/OR WORK

- PHN Sector Council Meeting
- Regular LAC PHN staff meetings
- LAC RSD Bureau staff meetings
- LAC PHN team meetings continued and the PMP is almost complete. Final revisions will be input in next several weeks.
- Did quarterly accruals and performed other routine CTO responsibilities.
- Participated in multiple planning meetings for SOTA conference to be held in 2005. Started to collect requests from the field regarding their learning needs for the SOTA.
- Provided information and support to country missions upon request.
- Organized and held a series of USAID brown bag meetings to highlight various pieces of the PAHO LAC work over the past several years. The maternal and newborn mortality reduction session and Integrated Management of Childhood Illness session were held this quarter.
- Wrote up for publication the speech given April 29-30, New Haven, Connecticut at the Yale national symposium on the contribution of research to midwifery practice. This was an address on midwifery led operations research and its contribution to maternal mortality reduction internationally.
- Worked with PAHO colleagues to organize a “pearls conference” to showcase major achievements from this partnership over the past five years. The conference took place September 13-14. The conference was called “Partnership for Public Health: PAHO and USAID.

Office of Health, Infectious Disease and Nutrition (HIDN)
Division of Maternal and Child Health
USAID

Summary of activities

- GAVI
 - Continued participation on global team working with the Indonesian Ministry of Health regarding their individualized financial sustainability planning process;
 - Participated in GAVI Working Group meeting for the development of papers for the GAVI Exec Cmte retreat and review of the status of work plan activities;
 - Continued weekly participation in the GAVI Working Group;
 - Assisting GAVI Secretariat in development of measles 2nd dose through routine strategy for Board approval in December;
 - Continued dialogue and arranged opportunities for exchange with the GAVI funded groups charged with further developing the case for support (or not) or pneumococcal conjugate and rotavirus vaccines;
 - Coordinated OECD partner meeting with Norad specifically to discuss GAVI related issues;
 - Assisted PHN officers in Rwanda and India;
 - Provided HIDN debrief on GAVI Board meeting for Asst. Administrator
 - Met with Chief Financial Officer for the Vaccine Fund (for which I am CTO);
 - Bimonthly telephone contact with primary contact at the Vaccine Fund;
 - Providing guidance to new staff at Vaccine Fund with regard to portfolio review requirements;
 - Assisted with the provision of orientation to three new staff to partner organizations on specific areas of GAVI;
 - Attended vaccine manufacturers meeting to address issues of vaccine supply, regulation and technology;

- Immunization More Generally and Research
 - Participated in Health Tech meeting specific to technologies for immunization and am working with others in USAID to broker a relationship with the Japanese to 'marry' US and Japanese technologies to address cold chain issues in impoverished countries;
 - Combined efforts to prepare immunization presentation to ANE SOTA;
 - Coordinated USAID immunization inputs to WHO and UNICEF on the new joint vision and strategy for global immunization through 2015. This work will continue.
 - Continued working with USAID's office of HIV/AIDS, HealthTech project and other partners on moving forward exploring the use of Nevirapine in Uniject;
 - As co-CTO to the new Immunization Basics project, providing ongoing assistance to the development of the work plan for the five year project;
 - Assessed immunization financing opportunities for the Mission through new Immunization Basics project in Rwanda;

Tim Meinke
TAACS Quarterly Report
(July 21 – October 20, 2004)

Due to staff rotations on the US-Japan program here and in Tokyo, this quarter involved a far greater amount of time on USAID-Japan Partnership for Global Health issues. In addition to finalizing the new JICA→GH secondee's arrangements and SOW, I spent a good deal of time negotiating our last secondees next position. GH has been advocating that he be placed in a PHN position in Tokyo that would allow him to use his knowledge and connections in his next post. After much discussion, JICA/Tokyo agreed and placed him on JICA/Tokyo's Infectious Disease Team and also in charge of US0-Japan issues. This was the first time that such a beneficial follow-up assignment in JICA has occurred and a clear sign that JICA is changing its personnel ways.

This quarter also involved a TDY to Japan, Thailand, Cambodia where I updated our Global Action Plan, provided advocacy to key countries involved in the Partnership, wrote up guidance and a workplan for RDM/A, and reviewed the US-Japan Partnership in Cambodia, focusing on: 1) The expansion of community DOTS; 2) TB-HIV linkages; and 4) Maternal Health/safe motherhood collaboration. All in all, the Partnership in Cambodia is strong due to long ties on the ground and involvement and support of key stakeholders in the field and HQ.

On the World Bank front, the relationship and synergy in several countries was examined and written up. In Uzbekistan for example, through a collaborative effort between the Ministry of Health, USAID/CAR, the World Bank (WB), the Asian Development Bank (ADB) and others, USAID will spend approximately \$5.5 million during the next five years leveraged directly against over \$80 million in outside funding for the restructuring of primary health care in Uzbekistan. Under this ongoing and successful partnership, USAID has provided critical technical assistance, the Ministry of Health has built/renovated 273 primary health care facilities that serve 66% of the oblast (district) population, and the World Bank has procured the essential medical equipment. Last month, with facilitation from GH, USAID/CAR provided key design assistance for the just-approved \$40 million "WB Health II" project and the parallel \$40 million ADB Women's and Child Development Project. Building on USAID's comparative advantages, the World Bank commented that "the design and approval of the loan program was supported and made possible thanks to USAID....This excellent collaboration will result in furthering the objectives of the WB, ADB, and USAID in enhancing health reform in Uzbekistan."

In addition, a variety of meetings and planning was carried out with new staff at S/GAC who have expressed interest in strengthening ties and programs with the World Bank. With regional staff now on board, S/GAC is in a better place to coordinate with multilaterals, of which the World Bank is the largest (including/excluding GFATM). We spent time looking at opportunities and sharing information on key contacts and what the Bank has been doing in HIV/AIDS in both "focus" countries as well as "flatlined" countries. The opportunity to improve relations is very strong, but will likely have to wait until the elections due to political ramifications.

Margaret Meites
Quarterly Report
July to October 2004

Global Bureau
Regional and Country Support Division
USAID

Summary of activities:

During this quarter I completed the following assignments:

Provided Technical Assistance to Missions:

- Follow-up to the previous quarters TDY to Yemen. Reviewed performance monitoring plan (PMP) and made suggestions and corrections.
- Worked with Pakistan Team to help the mission with development of PMP.
- Worked with East Timor Team to review and revise strategy.
- Reviewed and suggested corrections to complete Malawi PMP

Provided Support to Washington Bureaus:

- Served on two GS hiring panels
- Served as Acting Director of RCS
- Completed LAC PMP.
- Participating on Inter-Agency Working Group on Reconstruction and Stabilization (fragile states)
- Drafted components of GH Portfolio Review narrative.
- Reviewed and commented on various agency documents: Fragile States Strategy; Joint DCHA/HIDN workplan.
- Developed Issues paper and chaired Egypt HIV/AIDS strategy review
- Worked on redesign assessment issues for GH project.
- Initiated work on several long term activities: HIV/AIDS training; assessment of country coordination system.

ALICE L. MORTON
SENIOR ADVISOR-HIV/AIDS, USAID/HAITI (TAACS)

QUARTERLY REPORT

(Activities for August, 2004-October, 2004)

Major Activities Assigned and Accomplished during the period:

NB: Per CEDPA/TAACS Director's Request, this will be a very short report.

1. This quarter 4 new Senior FSN staff joined our office, and I assisted in in-briefing and mentoring them. This meant changes in my own project management responsibilities, but I continued to manage CS and SI activities (DHS, applied research projects) as they were getting used to the system. In last two weeks of August, participated O/GAC sponsored conference in Uganda to plan AIDS Emergency Plan Networking Templates for Acquisitions, then in study tour with Haitian Ministry and CA colleagues to see community and home care and support for PLWHAs.
2. Per my Annual Appraisal report, I took on broader responsibility for coordination with CAs of the preparation for the Five-Year HIV/AIDS country strategy, and for preparation of COP 05, following on coordination activities begun in June and July. Continued management of two coop agreements, the Policy Project, HCP, MSH/JHU subcontract for communications, and worked with CDC/USAID and CA colleagues on preparation of anticipated visit of Ambassador Randall Tobias. In discussing my SOW, it was decided I would continue to be the focal point for BCC, Community Care and Support and OVCs, and would collaborate on other HIV/AIDS program aspects, as well as CS projects with new colleagues. Participated in three Departmental-level strategic planning meetings and one site planning visit for ART introduction (with FHI in Jeremie).
3. Actively participated in CDC/USAID workshop to develop Five Year Strategy, To improve inter-agency working relationships. Drafted parts of Strategy document.
4. Actively participated in one-week visit of O/GAC Core Team for President's Emergency Plan, in individual and group work. Responsible for AB/Y, and Palliative Care sections of COP 05, and also for parts of Other Protection, Systems Strengthening and Policy Support, and Strategic Information. Worked with CAs to determine their comparative advantage and likely costs in each area, drafted and re-drafted COP 05 narrative sections, participated in group work to reach consensus on content and budget for COP 05.
5. Participated in Care working group for Pres. Emergency Plan; continued participation in Network working group for PE. Continued mentoring new colleagues, strategizing with supervisor and other team members, other donors, and other

CAs. Worked on basic care package for palliative care for PLWHA (now known as preventive care package) content and dissemination approaches. Worked with a number of CAs and Global Giving on AKA1000 – a high-nutrient food supplement for PLWHAs.

7. Worked on developing strategy for USG/Haiti approach to working with OVCs.

Interacted with other USAID/Haiti SO teams. Served several times as Acting Office Chief. Assisted other USAID and USG team members in responding to the flooding in the Artibonite and Northwest/Northeast, and on programming of emergency and disaster relief funding. Liaised with DOD/HAP program and Haitian Physicians Living Abroad teams.

**Major Activities Planned for the Next Quarter:
(November, 2004 – January, 2005)**

1. The major activities for the next quarter will be determined by the response to our Emergency Plan COP 05 submission, and whether or not we remain on authorized departure status or are moved to ordered departure status. Given present civil unrest, we are not allowed to work at the office, must travel in armored vehicles, etc. If the political situation continues to degenerate, it may become impossible to achieve our Emergency Plan FY 2004 targets, even given the extension of the implementation year to March 31, 2005.
2. If security situation and authorized departure status permit, I will accompany Ministry and CA colleagues on a study visit to Rwanda, to look at government/donor collaboration in HIV/AIDS, and at community care and support models. I will also take my R and R.
3. If the security situation improves, on my return to Haiti, I will participate in/undertake additional field and site visits, for ART planning, but also for planning and implementation of palliative care, OVC programs, monitoring of Humanitarian Assistance CAs who are also working in HIV/AIDS, furtherance of the AKA1000 initiative, and the preventive care package initiative, as well as Departmental Strategic planning
4. In addition to activities under the Emergency Plan detailed in report on this quarter, and continuing to support the overall Office/USG/Haiti HIV/AIDS strategy and portfolio, I will continue to backstop/manage the Policy Project, PSI, the new CARE, WV, and CRS DAP buy-ins, as well as those with HCP, MSH/JHU, and will oversee qualitative research/ops research and SI, including the Youthnet Adolescent Networking Study on transactional sex and agency among young women and the National Framework on Gender-Based Violence activity.

Maureen Norton

Quarterly Report for the period July 21 2004 – October 21 2004:

July 21- August 21, 2004

- Attended bi-monthly office senior staff meetings
- Attended weekly division staff meetings
- Attended bi-monthly PRH office staff meetings
- Continued phone meetings with WHO Geneva reproductive health unit chief and staff on USAID-WHO collaboration to support new birth spacing research, and develop new global service delivery guidance/standards
- Held phone meetings with USAID/Pakistan
- Met with CATALYST staff (phone or in person regularly)
- Supervised two NEPs for about a one month period
- Held phone meetings with FP/RH USAID Technical Advisor at WHO-Geneva
- Attended M&L Management Review
- Met with John Quinley, USAID/Nepal, on integrated, post-partum care research proposal
- Met with senior MOH officials from Pakistan at JHU/Gates RH Institute in Baltimore on future directions of FP/RH in Pakistan
- Met with JHU researchers at Save the Children to attend presentation of their newborn care research being conducted in Bangladesh
- Provided written feedback on birth spacing training materials to be used in Pakistan to train 7000 Lady Health Workers
- Held phone meetings to provide feedback on JHU proposal on integrated, community-based post-partum care (research to be conducted in Bangladesh and India)
- Met with Jordan PHN Team for update on Jordan program
- Met with Yemen health team and new program officer
- Attended meeting/presentation on plateauing of Bangladesh fertility decline

- Continued planning/monitoring of community-based, post-partum literature review – undertaken by Marge Koblinsky through CATALYST sub-contract
- Continued monitoring CATALYST Birthspacing Systematic Literature review – three sub-teams (perinatal-maternal; nutrition; infant-child)
- Supervised CATALYST and Advance Africa Technical Advisors (2)

August 21- September 21 2004

- Attended bi-monthly office senior staff meetings
- Attended weekly division staff meetings
- Attended bi-monthly PRH office staff meetings
- Continued phone meetings with WHO Geneva reproductive health unit chief and staff on USAID-WHO collaboration to support new birthspacing research, and develop new global service delivery guidance/standards
- Held phone meetings with USAID/Pakistan
- Met with CATALYST staff (phone or in person regularly)
- Participated in CATALYST technical meetings
- Continued monitoring RAND Corporation's re-analysis of Matlab, Bangladesh birth spacing data
- Continued phone meetings with JHU /Baltimore researchers on integrated, community-based post-partum care to provide technical feedback
- Last week of August – Annual Leave

September 21- October 21 2004

- Attended bi-monthly office senior staff meetings
- Attended weekly division staff meetings
- Attended bi-monthly PRH office staff meetings
- Began preparations for USAID/Indonesia TDY
- Continued phone meetings with WHO –Geneva on birth spacing meta-analysis and WHO review
- Reviewed and provided written feedback for final edits of POPTECH Birth Spacing Programmatic Review (17 countries)
- Prepared for USAID/Cambodia and USAID/IndonesiaTDYs

- USAID/Cambodia TDY: Sept 17-Oct 6; as part of health sector strategy team, assisted USAID/Cambodia in developing a concept paper for new health sector strategy; paper was presented to mission and was well-received
- USAID/Indonesia TDY: Oct 6-Oct 17; assisted USAID/Indonesia with health sector planning
- Prepared SDI results document for PRH presentation to Anne Peterson
- Began preparations/written briefs for SDI portfolio review

**Quarterly Report for John Novak
(July/20/04 – October/20/04)**

My accomplishments over the past three months, as M&E advisor to the HIV-AIDS Office of USAID include the following:

- (1) Serving as team leader for the Monitoring, Evaluation & Reporting group (4 staff) within the Office of HIV/AIDS.
- (2) Serving as the USAID representative to support the Strategic Information (SI) Coordination Unit in the Office of the Global AIDS Coordinator (OGAC) at the Department of State. OGAC coordinates the multi-agency USG response under the President's Emergency Plan for AIDS Relief, the \$15 billion, five year initiative to treat 2 million persons, prevent 7 million new HIV infections and provide care and support to 10 million HIV infected children and adults. USAID and other USG agencies work under the direction of the director of the SI Unit in the Office of the Global AIDS Coordinator to develop SI guidelines and coordinates the implementation of these guidelines in the 15 priority countries. In addition, I represent USAID on the following SI working groups:
 - Country Operation Plan and Reporting (COPR) database design
 - Surveillance & Survey
 - SI Capacity Building
- (3) Serving as the USAID representative on the UNAIDS Monitoring & Evaluation Reference Group (MERG)
- (4) Serving as an alternate on the Technical Evaluation Reference Group (TERG) for the Global Fund to Fight AIDS, Tuberculosis and Malaria.
- (5) Serving as CTO for the MEASURE/Evaluation Project

Travel:

- San Francisco, California, Sept. 20: Attend an SI Capacity Building working group meeting.
- Chapel Hill, NC, Sept. 27-29: Attend the MEASURE/Evaluation quarterly program review meeting and one day annual all staff meeting
- Atlanta, GA, Oct. 5-6: Attend Emergency Plan sponsored meeting to develop standard protocols to measure the size of "most-at-risk" populations

Ellyn W. Ogden

Quarterly Report
July – September 2004

- Ongoing project management CORE, WHO, UNICEF
- Continue to work with JHU Fellow on polio and Immunization activities.
- Worked with USAID and VOA on implementing 2004 workplan
- Continue to work on Polio/EPI communications strengthening through UNICEF and Communications Initiative and provided TA to GAVI communications.
- Previewed CARE Polio Documentary. Worked with CARE, State Dept, UNF to develop an advocacy plan for screening the film at a Washington premier.
- Attended GAVI-NGO meeting
- Briefed USAID NEP for Nigeria
- Joined InterAgency Task Force on Polio with State Dept, CDC, HHS, NSC: contributed to senior level advocacy, letters, phone calls, talking points, media events, cables etc. Followed-up with numerous USAID Missions on their responses and info requests.
- Continue to coordinate with other donors e.g. DFID, CIDA and JICA on polio
- Received and obligated FY 04 polio funding allocations plus additional field support
- Continued discussions with PHNI and MEASURE on monitoring indicators in USAID PEI results framework.
- Prepared briefing documents, talking points, briefers for the G8 meetings and World Health Assembly
- Prepared talking points for meeting between Rotary and Administrator Natsios.
- Represented USAID at the India Expert Advisory Group meeting in New Delhi
- Represented USAID at the Technical Advisory Group Meeting for South Asia
- Worked with GH on priorities for the new Immunization project.
- Provided inputs into the donors meeting in Geneva to discuss global priorities.

Clifford Olson
Program Coordinator
Population Health and Nutrition
USAID / Bangladesh

Summary of activities:

- Social Marketing Company activities
 - Provided support to SMC consultant on SMC long term
 - SMC organizational restructuring: review, revision, and submission to sub committee
 - Visited SMC ORS factory and encouraged the commencement of production
 - Visit to Square Pharmaceuticals Manufacturing site
 - Facilitated signing of MOU between ICDDR,B and SMC re Zinc marketing and distribution
 - Facilitated signing of Sales Agreement between Nutriset and SMC re supply of Zinc tablets
 - Worked with TFGI consultant and SMC staff to address sales slump associated with price increases and government restrictions
 - Attended and served as lead speaker at SMC quarterly sales meeting
 - Joined interviewing of candidates for Marketing Manager position at SMC
 - Met regularly with ICDDR,B and SMC re introduction of socially marketed Zinc product
 - Worked to reinstate use of A.C. Nielsen retail audit
 - Worked with CTO to develop commodity forecasts and shipping schedules
 - Participated in selection of advertising firm for SMC HIV/AIDS prevention campaign
 - Participated in brand name, logo, and blister pack design selection for Zinc product
 - Joined HDI consultants in reviewing phase one HIV/AIDS media campaign and planning for second phase.
 - Facilitated relationship between JOBS project and SMC re the upgrading of IT at SMC
 - Worked to ameliorate potential legal action against SMC outdoor billboards
 - Worked with TFGI consultant on SMC communications strategy
- DELIVER activities;
 - Worked to provide procurement TA to the government and the WB design team
 - Facilitated discussions on JSI logistics assistance to EPI via WHO

- Supported work of DELIVER consultants re Contraceptive Security and public private partnerships
 - Attended bi-monthly work plan review meeting
 - Initiate discussion for the stock level survey study
 - Reviewed position description for the Deputy Chief of Party position
- Office Team activities
 - Served as TEC member for multiple HPN hiring processes
 - Worked with Democracy and Governance staff to identify opportunities for synergy
 - Reviewed NSDP MIS
 - Participated in CAJE position evaluation process
 - Joined in briefing for Bangladesh State department desk officer
 - Attended weekly PHN and USAID meetings
- Site Visits/ Travel
 - Bogra public sector visit warehouses, DELIVER, SMC

Clifford Olson
Program Coordinator
Population Health and Nutrition
USAID / Bangladesh

Summary of activities:

- Social Marketing Company activities
 - Signing of SMC sales agreement with Nutriset for provision of Zinc pending local production capacity
 - Visit to Square Pharmaceutical factory for comparison to SMC ORS factory
 - Meetings with visiting Nutriset consultants
 - Worked with SMC Managing Director and Board members on approval of new organizational structure.
 - Visited SMC ORS factory
 - Attended multiple SMC board meetings
 - Met with POLICY project representatives
 - Provided support to SMC consultant on SMC long term
 - SMC organizational restructuring: review, revision, and submission to sub committee
 - Visited SMC ORS factory and encouraged the commencement of production
 - Visit to Square Pharmaceuticals Manufacturing site
 - Facilitated signing of MOU between ICDDR,B and SMC re Zinc marketing and distribution
 - Facilitated signing of Sales Agreement between Nutriset and SMC re supply of Zinc tablets
 - Reviewed findings of two drug single dose therapy for STDs-UD
 - Attended SMC / Futures Group Strategic Planning three day workshop
 - Interviewed sales manager candidates at SMC
 - Worked with Futures Group consultant on Zinc communication strategy
 - Worked to reinstate use of A.C. Nielsen retail audit
 - Worked with CTO to develop commodity forecasts and shipping schedules
 - Participated in brand name, logo, and blister pack design selection for Zinc product
 - Worked with TFGI consultant on SMC communications strategy
- DELIVER activities:
 - Collaborated with DELIVER consultants (July) on:
 - Contraceptive security
 - Public sector pricing

- Barriers to commercial sector participation
 - Facilitated discussions on JSI logistics assistance to EPI via WHO
 - Attended bi-monthly work plan review meeting
 - Initiate discussion for the stock level survey study
 - Reviewed position description and selection process for the Deputy Chief of Party position
- Office Team / USAID Mission activities
 - Suggested Synergies between PHN on one hand and Democracy, Governance, and Education SO on the other.
 - Oriented new MOHFW NIPHP Desk Officer
 - HIV/AIDS coordination meeting
 - Reviewed SOW for PHN cooperating agencies, particularly DELIVER and SMC
 - Served as TEC member for multiple HPN hiring processes
 - Participated in CAJE position evaluation process
 - Attended weekly PHN and USAID meetings
 - Served as member of Mission Gender team
 - Attended various research dissemination sessions at ICDDR, B
 - Led preparations for ANE PHN SOTA in Delhi
- Site Visits/ Travel
 - SMC Dhaka regional office visit
 - Attended ANE PHN SOTA in Delhi

Quarterly Report for Anne M. Peniston, USAID/Nepal TAACS

July 21 to October 20, 2004

[AL and TDY June 28 to August 11]

Supervisory Activities: Acting Team Leader September 28 to October 31.

Personnel: As Deputy Team Leader and HIV/AIDS Program Manager, I directly supervise three Nepali professionals and one Nepali administrative support person. One international-hire professional on the HIV/AIDS team for whom the Team Leader and I were Host Agency Representatives (HAR) was terminated by his employer (not USAID). Last quarter, the person's headquarters had developed a behavioral checklist to be used by the HARs to review his performance to assist him in improving key behaviors. This past quarter, I assisted our Team Leader in his performance review using the behavioral checklist. After reviewing the report with the person who agreed with the findings at the time, the report was sent to his headquarters on August 20. On August 24 and 25, the person prepared 2 memos refuting some of the findings in the report and stating his grievances. On August 27, his headquarters offered him a separation on certain conditions effective September 30. The person did not accept the terms and I understand he has been terminated for cause. A full accounting of my role as his HAR and during periods when I was Acting Team Leader, has been submitted to CEDPA TAACS senior management, HR and CEDPA legal counsel.

Program: My technical role in USAID/Nepal is Program Manager for our HIV/AIDS program. Three global programs implement activities in Nepal valued at \$8.7 million annually in field support aimed at addressing a concentrated epidemic among Nepal's most-at-risk groups. Activities include prevention, BCC, VCT, STI prevention and treatment, policy development, reducing stigma and discrimination, social marketing of condoms and support to developing national standards and guidelines related to aspects of care and support including ART. The USAID/Nepal technical team meets at least monthly with each implementing partner and participates in coordination meetings between themselves.

Program Management and Technical Activities:

- Led the development of USAID/Nepal's overall annual workplan with 3 CAs implementing HIV/AIDS programs. In this process, lead agencies were designated for activities conducted by all 3 CAs in the areas of: stigma and discrimination, BCC, and support to the uniformed services. For the first time, 2 agencies agreed to share research findings with each other before public dissemination in order to better inform critical program activities related to female sex workers. All 3 agencies agreed to coordinate with the 5 local agencies with which they all have sub-agreements to avoid duplication and waste of funds for USAID.
- Led and coordinated USAID's technical discussions related to socially marketed, prepackaged therapy for sexually transmitted infections resulting in costs savings for USAID and a decision to support a prepackaged therapy product for only male urethral discharge because epidemiological evidence is lacking in Nepal and elsewhere to support prepackaged therapy for syndromic management of other STIs.

- Led the process to finalize USAID/Nepal's indicator showing reduced stigma and discrimination reaching consensus with 3 CAs that will contribute data to it regarding definitions, quality assessments, data storage and limitations of the data.
- With social marketing partner, reviewed indicators they are responsible for and led USAID's technical discussions on condom sales in non-traditional outlets resulting in a revised indicator showing accessibility of condoms (coverage) in geographical locations where most-at-risk groups are found. Discussions are underway with AID/W OHA to finalize the indicator.
- Led USAID/Nepal's HIV/AIDS team and implementing partners in review of Nepal's National Operational Plan for HIV/AIDS, and USAID's annual HIV/AIDS workplan, and in coordinating our activities with an updated Global Fund to Fight AIDS, TB and Malaria (GFATM) workplan. Participated in the Global Fund's Country Coordinating Mechanism (CCM) to endorse the updated GFATM workplan for HIV/AIDS.
- Represented USAID in the MOH review of Nepal's Health Sector Reform Implementation Plan and participated with other external development partners to encourage more active leadership and coordination by the MOH in this regard.
- Assisted Team Leader and Mission to organize health site visits for Andrew Natsios' (USAID Administrator) visit to Nepal October 4-6, prepared scene setters and biographies of our participating partners, participated in the Administrator's roundtable meeting with key partners to discuss the conflict, and accompanied the Administrator to the site visits.
- Led preparations for Partners' Annual Portfolio Review on November 4 with USAID with team and partners.
- Assisted Team Leader to finalize submissions for FSNs for the new USG CAJE (Computer-assisted Job Evaluation) system for FSN position classifications.
- Completed one FSN annual performance evaluation showing improvement over previous evaluations. Began annual performance evaluations for 2 other FSNs I supervise.

Planned Travel for October 2004 - January 2005: None

Miscellaneous: A voluntary authorized departure for non-essential personnel was issued by the State Department for Nepal on September 14, 2004 because of increasing violence and a direct targeting of U.S. Government property by the rebels. My family and I chose not to leave. But my husband, who is my dependent and under Chief of Mission authority, was out of Nepal when the AD was issued. I submitted a formal request to the State Department to allow him to return to Nepal. In addition, the U.S. Embassy in Nepal sent a cable to State requesting approval for his return. The 30-day period ended October 14 and as of this date (October 17), I do not know if the AD has been extended another 30 days. My husband has not been approved to return to Nepal yet but is planning to do so on October 24.

QUARTERLY REPORT
FOR THE PERIOD JULY 21 – OCTOBER 20, 2004
FOR ESTELLE QUAIN

During this period I have continued my detail as Human Capacity Development (HCD) Advisor in the Office of the U.S. Global AIDS Coordinator (OGAC). My major activities have been:

- Chairing the interagency HCD Working Group and leading the development of a process and criteria for the HCD review of the FY 05 Country Operational Plans (COPs) and 5 –Year Strategies
- Developing operational guidance on HCD and training
- Providing technical assistance on the development of workforce assessments and HCD strategies for Ethiopia, Mozambique, Tanzania, Zambia and Cote d'Ivoire
- Serving as Core Team Leader for Guyana and conducting field visit for COP and strategy development, preparing briefing memo for Amb. Tobias's country visit, and providing feedback on the first draft of the COP and strategy documents
- Participating in start-up meetings for the Twinning Center with HRSA and the American International Health Alliance, helping to determine lead countries for twinning activities, and helping to guide the understanding and utilization of the Twinning Center in the Emergency Plan
- Serving as OGAC liaison on volunteers, writing the third annual report to Volunteers for Prosperity, and serving as project manager for the grant to the Institute of Medicine for a study on the use of volunteers under the Emergency Plan
- Working with OGAC palliative care lead on HCD and training programs for palliative care programs in Africa
- Liaising with USAID, Office of Population and Reproductive Health on the utilization of the Human Capacity Development Project by the Emergency Plan
- Working with USAID, Office of HIV/AIDS on public-private partnerships, including partnerships with Pfizer, Johnson & Johnson, Harvard Business School and Boston University
- Facilitating interagency meeting on institutional capacity building for the Emergency Plan
- Meeting with the National Library of Medicine, WorldSpace, and other groups interested in participating in the Emergency Plan
- Participating in weekly OGAC Program meeting with leads from key USG partner agencies (USAID, HHS, Peace Corps, and DOD)
- Responding to Congressional inquiries on training and involvement of health care providers in the development of Emergency Plan country strategies
- Collaborating with USAID on responses to unsolicited proposals

Barbara Seligman
Reflections on the Year
Major Achievements, July 1, 2004 – September 30, 2004

Over the course of the last quarter my major achievements have included:

Legislative and Policy.

- Serving as principal resource person on guidelines for using and restrictions affecting use of population and reproductive health funds including briefing Mission and implementing partners in Bangladesh and Peru.
- Providing extensive in country and Washington-based support to USAID/Bangladesh to strengthen management of compliance with Mexico City Policy and assist with management of RIG audit of selected population grantees.
- Monitoring and analyzing legislative developments relevant to the PRH funding.
- Advising CAs, USAID field staff and Washington-based staff and others in the international health community on matters related to sensitivities concerning use of language and questions related to USAID policy and statutory requirements.
- Drafting a biannual report on compliance with Tiahrt Amendment requirements.
- Serving as principal liaison with advocacy groups on policy and legislative matters.
- Preparing congressional correspondence on population-related issues.

State Liaison.

- Serving as principal liaison to colleagues at State/PRM.
- Providing technical support to State/PRM.

Research/Dissemination.

- Organizing a session for the annual meeting of the Population Association of America on the Unfinished Agenda for Family Planning.
- Reviewing evidence linking grand and great grand multiparity to health risks for women and children.
- Providing technical review and recommendations to the Millennium Project task force on child health and maternal health.

Programmatic.

- Serving as country coordinator for the Bangladesh PHN program.
- Serving as NAS/CPOP Cognizant Technical Officer [CTO].
- Serving as member, Repositioning Family Planning, Post Abortion Care working groups, and of SO2 expanded team.

Agency representation.

- Preparing technical materials for and serving on U.S. delegation to UNFPA executive board meeting in September 2004.

Other

- Supervising PRB intern.
- "Mentoring" junior staff.

CEDPA QUARTERLY REPORT
Dr. Karen Shelley, TAACS, USAID/Mozambique
October 19, 2004

During this quarter I have worked almost entirely on preparations for future HIV/AIDS programs under the President's Emergency Plan for AIDS Relief (PEPFAR). The Mozambique USG team is working together to complete the PEPFAR Five-Year Strategic plan for 2004-2010 and a detailed Country Operational Plan for Mozambique. Working with the Ministry of Health and our current partners we have developed an ambitious plan to continue the expansion of HIV/AIDS prevention, care and treatment. The USG team under the leadership of the American Ambassador divided our efforts into three ongoing planning and working groups. We have had the assistance of a Washington-based core team and a technical advisor from the Africa Bureau, USAID/Washington. USAID/Mozambique, CDC, Peace Corps, the Department of Defense and the American Embassy team have collaborated very slowly at every step.

Emergency Plan Preparation for 2005-2006

I have worked closely with two teams-- the prevention working group and the treatment expansion team. In my role as technical lead on the PMTCT and PMTCT plus expansion program, I have collaborated with the Ministry of Health, CDC, existing CAs, CTOs at USAID in Washington and a group of seven outstanding implementing partners working at health facility level.

We have successfully completed drafts of the key documents to be submitted according to the time table that we developed for ourselves and are now working on the formulation of estimated, targets and narratives describing our strategic vision at national and USG levels.

The PEPFAR planning exercise has, once again, been very intense and has meant that I am working very long hours with other team members.

Recruitment of New Staff

During this quarter I developed a new Position Description for a Mozambican employee that will work closely with me and one other existing SO team member. I performed the time consuming task of classifying and justifying called a "caging exercise" that USAID is now using for grading positions all positions. I worked closely with the USAID/Mozambique Executive Office and the head staff member in the human resources section. I developed advertisements and formed a Mission-wide review panel to screen candidates and identify the most qualified candidate. We have carried out interviews and made recommendations on priority candidates. The process elicited many interesting and well-qualified candidates.

Working with Technical Advisors from CDC and USAID

I invited Peter Salama from the Africa Bureau to come to Mozambique for one week to help with the planning of activities related to PMTCT and treatment that will enhance our current interventions on HIV/AIDS, nutrition and therapeutic feeding for children and

persons living with HIV/AIDS. I am also collaborating with a CDC clinician and other CDC colleagues on expansion of pediatric AIDS programs in Mozambique.

Expanding HIV/AIDS Treatment

I continued to serve as the CTO and Activity Manager for several large HIV/AIDS prevention, care and treatment programs in 6 of Mozambique's 11 provinces. In my role as CTO of Health Alliance International, University of Washington, I have assisted in planning the expansion of antiretroviral treatment in Manica and Sofala Provinces where HIV/AIDS prevalence rates in some locales are as high as 30 per cent. We are working within the vision of the Ministry of Health to develop a wide range of services around nodal points called Integrated Health Networks. By 2008, the USG in Mozambique hopes to support 55 of these integrated health service treatment care and prevention network throughout the country.

Proposal Review Committee

I agreed to participate in reviewing proposals with members of another strategic objective, SO8, focused on integrated child health and reproductive health programs. We formed a panel with representatives from the Ministry of Health who are leaders at provincial level. The panel members all gave up our Columbus Day holiday to carry out this review. The process was very interesting and rewarding and gave me a chance to work and think about child survival and malaria programs which I also enjoy.

PMTCT Successes

I am working with the Ministry of Health, UNICEF and NGO implementing partners on the expansion of PMTCT service delivery and community mobilization nationwide. We are examining the opportunities for changing the drug regime for prevention of vertical transmission to reflect recent changes in the WHO guidelines. We had a visit from WHO to affirm our commitment to integrating reproductive health and child survival into PMTCT programs. Prevention of mother-to-child transmission in Mozambique reflects this approach.

Changing Work Environment

We are going through a lot of changes in our staff within our Strategic Objective. Some aspects of this process are rather stressful. We have a new team leader; one of my colleagues resigned yesterday; a new direct hire is arriving next week. I am trying to be flexible. These changes sometimes create new challenges in the work situation. I am doing fine at this time.

I have one additional note of interest. We have a national election in Mozambique coming up December 1st.

Cheryl Sönnichsen
USAID/Kenya TAACS

SUBJ: Quarterly Report covering August – October 2004

Launch of Education Sector Policy on HIV/AIDS

The multi-sectoral work in HIV and AIDS that I am responsible for culminated in a much publicized event for the education sector. The Ministry of Education, Science, and Technology launched its Sector Policy on HIV/AIDS in September. Education Minister Prof. George Saitoti said that the policy would guide operations in the fight against this scourge. USAID Mission Director Kiert Toh, reading from a speech we had worked on together, noted that "HIV/AIDS can undermine any gains which education may have made in terms of enrolment, gender equity, and overall quality improvement." Since July 2003, the University of Natal Mobile Task Team, funded by USAID, has been the driving force in developing this comprehensive policy on HIV and AIDS for the education sector.

USAID subsequently helped the Ministry disseminate the policy to all 8 provinces. This was one of the activities funded through a \$150,000 grant to the Ministry that will also support the following activities: training of teachers in teaching HIV and AIDS and development of an information system to monitor the impact of the AIDS epidemic. In the areas where head teachers and teachers have been sensitized about HIV, USAID is assisting the Ministry to train teachers to implement the AIDS syllabus in primary and secondary schools. This will increase the number of informed educators who can then provide students with information that will enable them to protect themselves from HIV infection. The activity will be implemented with the help of the Center for British Teachers (CfBT), in collaboration with DFID. CfBT has already trained teachers in 200 schools in Nakuru with USAID assistance, and over the next 8 months will be focusing on 115 schools in Mombasa, Nairobi, and Meru.

Update on the Emergency Plan for AIDS Relief

The USG team in Kenya continued working on both the Five Year Strategic Plan and the 2005 Country Operational Plan (COP.) The 30-page draft Strategic Plan was shared with Government of Kenya (GOK) colleagues, who provided valuable input at a half-day meeting. Similarly, development of the COP started with a joint USG-GOK donor meeting in August to discuss parameters papers describing activities in 15 program areas and our plans to invite Concept Papers for inclusion in the next COP. These meetings provided us with additional opportunities to harmonize USG plans with GOK priorities, activities of other donors, and emerging needs.

Following this COP meeting the USG team advertised in the "Nation" and "Standard" newspapers, asking potential partners to submit 6-page expressions of interest (not formal proposals) in receiving funding. By the deadline for submission of Concept Papers, we had received over 1000 expressions of interest. A team of USAID and CDC staff rapidly processed and screened the papers. They were then divided among 10 thematic teams for review. Following the review process, interagency teams allocated funding to those

organizations that met the criteria and would contribute to achieving the PEPFAR goals. Those found to have merit and to directly contribute to Kenya's targets for HIV/AIDS prevention, care, and treatment, were at the US Government's discretion included in the 2005 COP submitted to the US Global AIDS Coordinator for review and approval on October 29.

Women's Property Inheritance Rights Workshop

USAID's POLICY Project and the Kenya National Commission on Human Rights carried out a four-day workshop in Nakuru on women's property inheritance rights. Stakeholders included local NGO representatives, the National Muslim Council of Kenya, a State Counsel Public Trustee, African Inland Church's Girls Kajiado Rescue Programme, Women & Law in East Africa, the Supreme Council of Kenyan Muslims, FIDA (Federation of Women Lawyers), POLICY Project Washington staff, and others. The purpose of the workshop was to strengthen Kenyan women's ability to access and enjoy their rights to inheritance and family property. More specifically, the initiative supports the formation of a collaborative advocacy planning process; identifies needed changes in law, policy, institutional practice, and popular behavior; expands understanding of advocacy planning and analysis tools; and generates new knowledge and understanding of practical approaches to incorporating women's legal rights and advocacy into efforts to reduce HIV/AIDS vulnerability. An initial planning meeting had been held in April in Washington, DC. For the workshop, a draft was prepared of case studies of women's experiences which reflected the frustrations they have had within cultural and legal systems. An article on this issue and the workshop appeared in the August 13, 2004 edition of the "Daily Nation" newspaper.

CHRISTINE SOW, TAACS USAID/MALI QUARTERLY REPORT

Reporting period: Jul 21 – Oct 20, 2004

Major activities for the period

CTO responsibilities:

Christine Sow continues her CTO responsibilities for the PSI Pathways to Health Project. She meets on a regular basis with the PSI Resident Advisor as well as with the PSI technical team. During this period Christine completed an amendment to the Pathways to Health CA and also managed the development of a CA with PSI for Voluntary Counseling and Testing with the Malian Military. Christine is also the CTO for the CDC PASA with USAID/Mali and continues to oversee their activities with assistance from the USAID/Mali HIV advisor. In addition she is activity manager for POLICY Project activities in Mali and provides active oversight and input POLICY interventions.

FP/SR activities

Christine continues to work with the SO6 family planning partners and the Reproductive Health Division (DSR) of the MOH to design a multi-media family planning promotional campaign. Originally this campaign was to have been executed in the last quarter of 2004 but has now been put off until February 2005. Christine is currently overseeing three other FP/SR activities:

- MAQ Country Partnership: Mali is receiving support from USAID/W as part of the MAQ country partnership. The activity to take place under this partnership is the strengthening of IUD services throughout the country which will take place in a partnership between the GRM, USAID/Mali, its bilateral partners and the ACQUIRE Project.
- Identification of the Mali delegation and presentation topics for the 'Repositioning Family Planning' conference to be held in Ghana in February 2005 (new date; originally scheduled for Nov 2004);
- Determination of scope and type of maternal health activities to be included in the SO6 2005 workplan and the mechanisms to cover these activities.

HIV/AIDS activities:

Christine Sow works in collaboration with the HIV technical advisor to cover the HIV/AIDS portfolio. During 2004 Mali has received commitments for significant HIV/AIDS funding from several sources (World Bank, Global Fund, African Development Bank). Concurrent to this the government management structure for HIV/AIDS in Mali has evolved from a national program seated in the Ministry of Health to an Executive Secretariat (SE) located under the Presidency. Christine has been very active at a high level of negotiation and planning during this evolution – regularly attending brain storming and planning meetings held by the Ministry and the SE to look

at questions of infrastructure, organigrams, reporting, unified procurement and M&E systems, etc. Two major activities of this type were her participation as the USAID representative in the external recruitment committee to select the professional core staff of the SE and as the USAID representative during the Ministry of Health HIV/AIDS Sectoral Plan development process. At the same time she continues to supervise the work of the HIV advisor who concentrates on technical input at a more applied level (e.g. development of norms and procedures). Christine is also a member of the CCM sub-committee for the negotiation of the HIV grant from the Global Fund and the lead on the Mali CCM-driven process to self-evaluate and build capacity.

Monitoring and Evaluation

Christine has been busy this quarter updating the SO6 PMP developed in 2003 before the SO6 partner agreements were in place. Now that partners are identified and active the SO6 PMP has been revised to clearly and accurately reflect partner areas of concentration and related interventions. The revision process has included a comprehensive review of the Strategic Objective level indicators, the identification and definition of the IR level indicators, the review of partner indicators and targets and initiating planning for the Data Quality Assessment (DQA) process scheduled to take place later in 2004.

SO6 management:

During this period Christine was responsible for the development and execution of the annual SO6 Partners Meeting. The meeting was held Sep 23-24 and attended by all the SO6 partners as well as by the Ministry of Health. She was also the chair of the recruitment committee for the new SO6 secretary and continues to supervise 4 SO6 FSNs.

Field visits:

Christine took a one day field visit to the district of Dioila to visit the District and local health centers.

Upcoming activities Oct 21, 2004 – Jan 20, 2005

October:

- USAID/WARP Health TAG meeting (Dakar, Senegal)
- Field visit: District of Tomboctou

November: SO6 Team Retreat

MARY ELLEN STANTON
QUARTERLY REPORT
July 1 – September 30, 2004

MATERNAL HEALTH TEAM (Team Leader for Strategic Objective #2)

- Met with Child Survival Partnership representative to discuss integration with Partnership for Safe Motherhood and Newborn Health
- Arranged meeting with HIDN Office Director and Executive Director of the Partnership for Safe Motherhood and Newborn Health
- Reviewed oral report and provided guidance to QAWD, PHR, POLICY Project/White Ribbon Alliance, and FRONTIERS personnel on maternal health portions of their work
- Provided individual orientations on maternal health to Africa Bureau intern and two NEPs
- Met with the PAHO maternal health specialists to hear report of their activities with USAID
- Briefed representative of the Carter Foundation on the White Ribbon Alliance
- Reviewed the Child Survival and Health Grants Program technical material for emergency care
- Participated in sector council subgroup to develop GH framework under the Dept. of State/USAID Strategy including statement on maternal health and indicator template
- Participated on a panel to review an unsolicited proposal regarding postpartum hemorrhage
- Reviewed HARP/GRA proposals related to maternal morbidity and birth asphyxia and provided written comment
- Helped organize the Maternal Health Technical Series Koblinsky presentation on "Postpartum Care"
- Provided technical comments to a draft World Bank publication on "Promising Approaches" in Maternal Health
- Provided technical comments on the Millennium Project Paper on maternal health
- Provided technical advice to the NICH at a forum to discuss common protocols for a multi-centre trial for treatment of newborn asphyxia
- Met with CDC researcher to discuss the chlorhexidine trial
- Briefed AFR Bureau and provided background documents in preparation for their participation at the annual WHO/AFRO Reproductive Health meeting in Africa
- Provided advice on research categories to be used in the electronic database for GH research

(see working groups below)

FISTULA

- Wrote an update on fistula funding and programming progress for GH and PPC

MNH PROGRAM (Cognizant Technical Officer)

- Held monthly management meetings to review progress of activities and review pipelines
- Approved a final workplan amendment
- Provided detailed guidance on paper for a Behavior Change Intervention paper
- Provided technical input for a video and toolkit on prevention of postpartum hemorrhage

ACCESS Project (Cognizant Technical Officer)

- Planned for and chaired the post-award meeting with participation of HIDN senior management, OP, So team leaders and regional bureaus
- Met with PHN officer from Nepal and Haiti to discuss future programming
- Finalized and sent out announcement of the award

POPPHI Project (Cognizant Technical Officer)

- Reviewed with PHNIP the data for national coverage of active management of the third stage of labor
- Finalized and sent out announcement of the award

- Oriented Technical Advisor to the issues of postpartum hemorrhage prevention
- Participated in two post-award meetings
- Participated in conference call with LAC and the International Confederation of Midwives to plan advocacy and training for midwives

IMPACT (Cognizant Technical Officer)

- Participated in several funder conference calls to determine what funders need from IMPACT at the annual meeting

WORLD HEALTH ORGANIZATION GRANT (Technical Advisor for maternal and neonatal health under umbrella grant)

- Reviewed update of ongoing research on maternal mortality and complications

UNICEF GRANT (Technical Advisor for maternal and neonatal health under umbrella grant) (no activity this quarter)

SUPPORT TO THE FIELD

Afghanistan (Country Coordinator)

- Participated in weekly conference calls with mission and ANE Bureau
- Provided periodic updates for the GH AA
- Participated in a introductory meeting with GAO auditors
- Participated in orientation of new GDO
- Provided briefing for Chief of Party for the REACH evaluation
- Provided briefing to new HHS person on USAID program in Afghanistan

Pakistan (Team Member)

- Participated in team meeting and met with the PHN officer

TASK FORCES/WORKING GROUPS

Neonatal Working Group (Member)

- Participated in working group meetings to develop strategy and decide on activities
- Participated in meeting at Save the Children on identifying newborn research gaps

PMTCT Working group (Member)

- Met with Elizabeth Glaser Foundations reps to discuss MCH programming in PMTCT program in Tanzania
- Provided input into draft of MCH section of Basic Preventive Care document
- Participated in a PMTCT NGO partners meeting
- Participated in a conference call with Glaser and PRH to review progress of advisor placed in Uganda to advance integration of MCH with PMTCT

PRESENTATIONS

- "Reducing Maternal Mortality and Disability: A Review of Evidence from Developing Countries," Georgetown University School of Nursing, July 14
- "Integrating AIDS Care and Primary Health Care: Reaching Those Most in Need," Physicians for Human Rights and Association of Nurses for AIDS Care Nursing Summit, Sept. 11
- "Prevention of Postpartum Hemorrhage and Saving Newborn Lives," Child Survival and Health Grants Program Bidders Conference, Sept. 14
- "What Kills Women? What Can be Done?" Regional and Country Support Technical Series, September 16

OTHER

- Participated in division staff, office staff, senior staff and sector council meetings
- Participated on a panel for a major competitive procurement
- Reviewed draft GH Knowledge Management Guidance
- Assisted in recruitment of a Maternal and Neonatal Health Advisor including participation on the selection panel and checking references

LINDSAY STEWART
QUARTERLY REPORT
July 21 - October 20 2004

The following report includes a selected number of activities that I have been involved in during this reporting period. Please note: I took annual leave during this time period.

HIV/AIDS.

One of the two thematic areas I cover is HIV/AIDS. During this reporting period, among the many activities I have carried out are the following.

- **LACRI/Synergy.**

During this reporting period, we extended the Synergy LACRI timeframe to the end of the LAC-PHN SO of March 31, 2005, thus giving us a chance to finalize new activities begun with the advent of \$63,290 in new money offered to LACRI by the Guyana Mission. During the July-October period, I worked with Synergy to program this money effectively in two areas:

1) translation of selected HIV/AIDS materials into Spanish for use throughout the LAC region, including: the HIV/AIDS country profiles for eight Spanish-speaking countries, plus Brazil and Central America; and the USAID document *Family Planning/HIV Integration: Technical Guidance for USAID-Supported Field Programs*. I reviewed the Spanish translations, thus ensuring that the terminology used was consistent with that of Latin America. I also arranged for two FSNs in LAC Missions to review the translations and ensured that their suggestions were incorporated into the final text.

2) development of a *Manual to Prevent and Mitigate HIV/AIDS for MSM*, in coordination with ASICAL¹, a leading Latin American organization working with men who have sex with men (MSM). This new practical manual, aimed at helping to prevent and mitigate HIV/AIDS in this important core-transmitting population in Latin America, will be based on lessons learned in HIV prevention for MSM, and will be useful for helping to improve existing programs, design new ones and for advocacy with policy makers. As there is not enough funding available within the remaining LACRI budget to fund the entire cost of this publication, LACRI is negotiating cost sharing possibilities with others, including the International HIV/AIDS Alliance and the POLICY II Project. USAID will maintain editorial control over this publication.

In addition, I am happy to report that the observational visit to Brazil, coordinated by the Synergy project with LACRI funds in 2003, has resulted in renewed activities with some key target populations in Central America. Between August 23-26, USAID funds in Central America helped sponsor a regional meeting in Guatemala, "Exchange on Successful HIV/AIDS/STI Prevention Strategies: Policy, Advocacy and Institutional Strengthening for Organizations Working with Sex Workers." This meeting, based in part on the Brazil exchange experience, helped strengthen the prevention capabilities for groups working with CSWs in Central America and helped them develop concrete innovative proposals for using Global Fund money in their countries for working effectively with sex workers.

During the remaining months of this project, LACRI will finalize its pending activities, most particularly the manual on MSM. While the project is on track programmatically, the project has overspent its LAC funds and the contractor will have to cover the overexpenditure.

- **Other HIV/AIDS Activities.**

- I helped the Office of HIV/AIDS (OHA) develop criteria which will be used by the Global AIDS Coordinator's office (OGAC) to establish priorities among the non-focus

¹ Asociación para la Salud Integral y Ciudadanía en América Latina y el Caribe (ASICAL)

countries, i.e., those countries that are not the 15 PEPFAR countries. Presumably, that exercise will eventually lead to funding decisions. .

- At the request of USAID's administrator, I prepared a report with examples of the ABC approach as implemented in the field throughout LAC. This required contact with all the Missions that have HIV/AIDS programs, collecting their information and reporting on it.
- The HIV/AIDS Chiefs of Mission (Ambassadors) Conference was held in the Dominican Republic October 4-6. I made suggestions for possible agenda items and assisted the Dominican Mission to obtain materials for the meeting.
- As a follow-up to the Bangkok HIV/AIDS Conference, I attended the all-day meeting "Highlights from the XV International AIDS Conference", sponsored by USAID and held at George Washington University on August 5th. Major issues discussed included: HIV/AIDS and population estimates, HIV/AIDS-family planning integration, prevention, preventing mother-to-child transmission of HIV, orphans and vulnerable children, treatment, and stigma. Anne Peterson, AA for Global Health, led a discussion on next steps, especially in terms of preparing for the next AIDS Conference to be held in Toronto in 2006.
- I represent LAC at the monthly Outreach Meeting of the Office of the Global AIDS Coordinator in July. Major topics of discussion included: personnel changes; forthcoming guidance for the non-focus countries, on the ABC approach, and on public-private partnerships; bi-lateral agreements with various countries, including Brazil which will provide assistance to Lusophone African countries; the Global Fund on AIDS, Tuberculosis and Malaria's funding of 4th Round grants and the possibility that there will not be enough funding available to have 5th Round grants for the next year or so; the selection of Vietnam as the 15th focus country (meaning that Honduras, which LAC had proposed, was not selected); and the XV HIV/AIDS Conference. Because of travel, I was not able to attend the September or October OGAC meetings

- **OHA Meetings.**

As the LAC Bureau staff member working on HIV/AIDS, I attend regular meetings with various members of the OHA staff and the OHA staff meetings.

- **PEPFAR (President's Emergency Plan for AIDS Relief).**

As two LAC countries, Guyana and Haiti, are part of the Presidential Initiative, I continue to ensure that I'm up-to-date on policies, requirements and programs, and that Missions comply with the PEPFAR requirements. During this reporting period, I regularly attended meetings, participated in phone calls, and in email correspondence related to PEPFAR.

Family Planning/Reproductive Health (FP/RH)

The second major thematic area I work on is FP/RH. Activities during this reporting period include the following.

- **Contraceptive Security.**

Contraceptive security is one of the important components of LAC-PHN's efforts to increase sustainability and lead to the graduation of selected family planning programs in the LAC region. During this period, I worked with the contraceptive security partners, including our two contractors, DELIVER and POLICY II, and donors, including PAHO and UNFPA, to do the following.

1) In September and October, we held two all-day meetings at JSI in Rosslyn, VA with the Contraceptive Security (CS) partners. Not present, but invited, was IPPF. During these meetings we: reviewed contraceptive security work carried out since the LAC regional meeting held in Managua, Nicaragua in July 2003; reviewed in-depth country assessments held in five countries (Bolivia, Honduras, Nicaragua, Paraguay and Peru); defined the purpose for the contraceptive security forum to be held in Lima Peru October 24-27 (to develop regional initiatives and country action plans to ensure the permanent availability of contraceptives in Latin America as USAID contraceptive support decreases or disappears, and to identify appropriate mechanisms for ongoing communications on contraceptive security within the region); and discussed how to best coordinate among the partners and integrate new partners, e.g., including the World Bank and the Inter American Development Bank, into policy-level discussions.

2) Via these two meetings, telephone, email and in-person meeting, the Lima forum agenda and methodology were developed and revised as necessary, logistics for the forum determined, and panels and their participants delineated.

3) We sent a letter to all Latin American Missions informing them of the plans for this forum and invited them to name 7-9 high-level representatives of such groups as the Ministry of Health, Ministry of Finance, NGOs and from USAID itself. As of the end of this reporting period, all eight Latin American missions with population programs had responded favorably and nominated appropriate participants for the Lima forum. Ecuador, a non-USAID-health presence country, was also invited as we are concerned about their ongoing issues related to contraceptive security. The results of this meeting will be used to help LAC and its contractors identify the directions for the future to ensure contraceptive security. Based on the outcome of the Regional Forum, I will work with the contractors to design an action plan for the next steps toward achieving contraceptive security.

4) The DELIVER and POLICY II staff drafted a Regional Contraceptive Security Report summarizing and analyzing the major findings of the five country-specific contraceptive security assessments carried out in the past year in Latin America and making recommendations for future action. It identifies common issues and makes evidence-based recommendations to improve contraceptive security across the nine countries that receive or have recently stopped receiving regular shipments of donated contraceptives from USAID. I reviewed the drafts of this document in both English and Spanish, making numerous comments to improve it.

- **Further Expanding Contraceptive Security Activities.** During this reporting period, we had two opportunities to expand the contraceptive security activities beyond the LAC-PHN-funded ones. 1) We helped broker the use of non-LAC-PHN DELIVER funds to conduct two more contraceptive security assessment, in Ecuador and the Dominican Republic, respectively, to take place in mid-FY05. 2) We also worked with our LAC colleagues to ensure that contraceptive security was included on the agenda of the LAC Health Reform Forum held in July 2004 in Guatemala.
- **Working Group on Graduation and Strategic Allocation of FP/RH Resources.** Given limited and declining resources in population/reproductive health funding for LAC, a team with GH/PRH and LAC/RSD-PHN has been formed to study how to make the best use of declining resources. I am now the co-chair of this working group. During this reporting period we have: 1) worked with a consultant to research lessons learned to date from countries that have already graduated (e.g., Brazil, Mexico, Morocco, Turkey, Colombia, Ecuador) and to come up with findings and recommendations for consideration; 2) reviewed the first and second drafts of the consultant's draft report, "The Family Planning Graduation Experience: Lessons for the Future." This report will be used to help design phase-out from family planning programs in selected LAC countries; 3) chaired periodic meeting of the Graduation Working Group, setting the agenda with my co-chair and ensuring that concrete decisions are made and followed up.

- **Frontiers.** During this reporting period, I met with staff from the operations research project, Frontiers to explore the possibility of conducting operations research to improve post-partum and post-abortion family planning, and HIV/AIDS prevention and treatment in LAC. Anecdotal evidence suggests that including family planning in traditional post-partum, post-abortion programs may be falling by the wayside, while family planning may also not be included in the post-partum HIV/AIDS prevention messages. At the same time, it appears that prevention of mother to child transmission of HIV/AIDS (PMTCT) programs may not actually be including family planning. The initial idea is to do an assessment of the status of post-partum programs in selected LAC countries, identify the issues and challenges and operations research that might be conducted to identify the best ways to move these post-partum family planning programs forward and ensure their sustainability, and then carry out the OR in selected sites and disseminate the results widely. I polled the LAC Missions about their interest in participating in this post-partum work, receiving favorable responses from a number of them.
- **MAQ.** I also met with GH staff to discuss the use of the \$38,000 remaining LAC funds in the MAQ (Maximizing Access and Quality) family planning account administered by FHI (Family Health International). Money spent to date has been used to hold a regional workshop for Central America and the DR and to provide seed money to develop and implement action plans to improve access and quality of services. Activities have included, for example, improved curricula and training of health care providers and expanded post-partum family planning programs. We agreed that Central American countries plus the DR will be invited to submit proposals for either new MAQ activities or continuation of ongoing ones.

Budget.

I participated in budget meetings within LAC and with PPC related to the LAC FY05 and FY06 budgets and their allocation. I worked with LAC/SPO to develop a LAC memo protesting the process and results of this work and recommending appropriate changes. This included attending various meetings and strategy sessions.

Support to USAID Missions

Among the activities I engaged in during this reporting period to assist USAID Missions were the following.

Country-Specific Support

- I spent a week in Guatemala with GH staff member Marguerite Farrell helping the **G-CAP HIV/AIDS office** to develop its new procurement for HIV/AIDS condom social marketing and behavior change communication projects (the PSI/PASMO follow-on). This included exploring various procurement mechanisms and their costs and assisting in drafting parts of the program description for this activity. I also visited a number of the G-CAP-sponsored HIV/AIDS programs in action in Guatemala, especially those focused on reaching the groups most at-risk for HIV/AIDS and people living with HIV/AIDS (PLWHAs). Included were visits to the Fundacion Marco Antonio, a NGO that works with FSWs and MSWs as well as PLWHAs and the NGO, Asociacion de Salud Integral that works with FSWs and MSWs, as well as with MSMs. Both NGOs have on-site clinics that provide voluntary counseling and testing (VCT) and treat for opportunistic infections. We also visited a PASMO MSM promoter who educates young MSMs about HIV/AIDS prevention in a mall and another PASMO promoter working with CSWs and their clients at a bar in the main transportation center for trucks and buses. We also met with the management of PASMO and PSI Washington monitoring and evaluation staff, FHI/Impact and CDC. A final meeting was held with the Program and Contract staff from the Mission with FSN staff, and MaryAnn Anderson PHN Officer for Guatemala to discuss options.

- While in **Guatemala**, I also met with the PHN officer and one of her staff to discuss USAID policy issues, problems with one of their local grantees, the graduation process being undertaken by GH/LAC, funding and other matters.
- I assisted the **Paraguay Mission** by reviewing the design of its survey on HIV/AIDS in Paraguay's second-largest city, Ciudad del Este, where it is believed that HIV/AIDS is a major problem. This survey will be used to ascertain the reality of the HIV/AIDS situation in that city bordering on Brazil and to design any action needed to combat the epidemic there. I am also ensuring that the LAC Bureau provide the \$275,000 funding it promised for this survey.
- I helped get Global Health's approval of a new HIV/AIDS staff position in **Guyana**.
- **Meetings with Mission Staff.** During this reporting period, I have met with various mission staff as they have passed through Washington, discussing issues and needs with them, and following up, as appropriate. Among those I have met with during this period are: Nancy Alvey (Mexico), Chris Barratt and Andre Jolicouer (Haiti), and Melissa Schutte (Dominican Republic).
- **Hurricane Relief.** Haiti, Jamaica, and Grenada were especially hard hit by hurricanes during this reporting period. I coordinated with the appropriate Missions, the desk officers and the OFDA to ensure that the health portion of the relief effort was on track.
- **Reviews of Country Plans.** I continued to coordinate the **Caribbean Region's** HIV/AIDS strategic plan. This included collating responses from the CRP's response to the USAID/W issues paper, gathering a group of reviewers to have a telephone call with the CRP staff to discuss pending matters, and then writing a response to the CRP issues paper reaction. I also reviewed and commented on the **Bolivia** strategic plan, and advised the new GH Country Coordinator for Bolivia on how to write an issues paper.

Other Activities.

- **Planning LAC State of the Art (SOTA) Training Workshop.** I continue to meet regularly with the rest of the LAC/RSD-PHN team to plan the next PHN officers training session/State of the Art (SOTA) meeting, planned for Miami in early March, 2005.
- **Program Monitoring Plan (PMP).** I have completed development of the HIV/AIDS and family planning parts of the Program Monitoring Plan and the FY05 budget for my two technical areas, attending various meetings on the PMP that supports the newly-developed LAC/RSD-PHN AAD.
- **Participating in Working Groups, Meetings, and other Events.** I continue to participate in the Working Groups on Family Planning/HIV AIDS and Post-Abortion Care. In addition, I regularly attend the Population Open Staff, the Office of HIV/AIDS staff and the Health Sector Council meetings.
- **Review Documents.** In addition to the many documents listed above, I also reviewed and commented on: 1) 12 best practices documents developed by Advance Africa; 2) the draft press release on HIV/AIDS policies in the workplace in Mexico and USAID's work to promote fair policies.
- **Preparation for Presentation on Vulnerable Populations and HIV/AIDS in the Caribbean.** The International Organization on Migration invited me to participate in a panel discussion on vulnerable populations and HIV/AIDS in the Caribbean. Originally scheduled for early October, this presentation has been postponed until early December.

In the meantime, I have worked with another staff member to gather materials and prepare major talking points for this event.

- **Meetings.** Along with other USAID/W and LAC Bureau staff, I met the new Dominican Republic Minister of Health, Dr. Sabino Baez, and one of his staff members. Predominant themes discussed include cross-border health issues, the upcoming Chiefs of Missions meeting on HIV/AIDS, and ongoing efforts to reduce maternal mortality. I also met with three New York-based Dominican-Americans to discuss HIV/AIDS in the Dominican Republic and how to contact the USAID/DR mission to discuss possible collaboration. In addition, I met with Carlos Laudari, Pathfinder's Country Director in Brazil, and Jayne Lyons, Pathfinder/Boston's new Program Director, to discuss HIV/AIDS programs in LAC.

Responding to LAC Front Office, LAC/RSD-PHN and Other Agency Needs

- **New Team Leader.** Along with my LAC-PHN colleagues, I helped orient our new Team Leader, Karen Welch, to the HIV/AIDS, family planning/reproductive health and other health issues of the LAC region. This included setting up a meeting with the Country Coordinators for Jamaica and the Caribbean Regional Program so she could be informed about their health programs, especially in relation to potential hurricane relief. I also developed talking points for her opening presentation at the Contraceptive Security meeting in Lima.
- **Project Review.** I prepared background documents on the achievements, issues and budgets of the three projects I oversee (LACRI, Contraceptive Security, and Frontiers). These were reviewed by the LAC/RSD staff, and then discussed at a project review meeting.
- **Trends.** I prepared HIV/AIDS and family planning trend data for the meeting of South American Mission Directors held in Washington in early September.

Policies. USAID had promised Congress that it would ensure compliance with various family planning and HIV/AIDS policies within USAID and its partners. To that end, I met several times with representatives of Global Health, LAC and the General Counsel's office to discuss strategies for ensuring compliance with such reproductive health and population policies as Mexico City, Tiarht and others, and the recent HIV/AIDS policies, including those on prostitution and sex trafficking. We agreed that I would use my trip to Peru the week of October 25th, to remind the USAID and USAID partners at the contraceptive security forum of the policies and ensuring compliance with them.

Unsolicited Proposals. I reviewed an unsolicited proposal from the AIDS Responsibility Project for continuing its HIV/AIDS and the workplace efforts in Mexico and possibly other Latin American countries. I am following up with LAC/SPO and USAID/Mexico on potential funding possibilities. I also briefly met the head of GNP+, an international organization working with people living with AIDS (PLWHAs), to discuss their plans for holding a worldwide meeting of PLWHAs in Lima, Peru in late 2005, and their request for funding for this meeting. I am following up with a staff member in USAID's Office of HIV/AIDS to pursue possible funding sources.

ISABEL STOUT – TAACS GUATEMALA
Quarterly Report: July-September, 2004

General Office Management

- Completed performance evaluation process and developed new work objectives
- Attended CEDPA Course last week of July in Washington D.C.
- Participated in secretarial selection committee for Executive Office
- Reviewed partners' semi-annual reports for the period Jan-June 2004. Provided feedback for final reports for September 2004.

ONGOING PROGRAMS

1. APROFAM

- After new Board dismissed Executive Director, documented breach of current Cooperative Agreement and Key Personnel Clause. Organized meetings with APROFAM Board members to discuss repercussions and documented status of institution as "High Risk Partner."
- Drafted and negotiated six-month unfunded extension of current Cooperative Agreement to give APROFAM opportunity to demonstrate the organization can meet USAID requirements under its new leadership and can qualify for new \$9.9 grant.
- Negotiated with APROFAM Board to participate in their Board meetings as ex-officio member. Participated in selection of new Executive Director.
- Traveled with Board president to New York to discuss options to create a sustainability endowment.

2. ProRedes Salud

- Participated in workshop to consolidate creation of ASOREDES, a network of the PRS networks.
- Organized close out activities for PRS. Helped design "Lessons Learned" workshop. Represented USAID at event.
- Organized equipment disposition plan and re-assignment of equipment and vehicles to other USAID activities including provision for storage of items remaining.

3. MSH: Management and Leadership Project – TA for APROFAM

- Developed SOW and arranged for technical assistance from MSH Management and Leadership Activity to strengthen governance within APROFAM.
- Helped organize general meeting with APROFAM Board and with the general membership to vest proposed TA.

4. **Population Council: Frontiers Project**
 - Reviewed reports and materials and distributed in OHE
 - Followed up on pending activities

NEW ACTIVITIES

1. **Strategic Alliances for Social Investment**
 - Completed Program Description for new Strategic Alliances for Health and Education Cooperative Agreement that was approved by mission officials.
 - Coordinated Technical Evaluation Committee Activities
 - Interviewed proposed staff
 - Made changes in Program Description to reflect evolving scenarios.
 - Coordinated with CentraRSE their request for technical assistance.
2. **Child Survival Grants**
 - Coordinated with two PVOs interested in applying to child survival grants (Hope and PCI).

PLANS FOR NEXT QUARTER

- Launch off Alliances Activity. Invite Business for Social Responsibility Vice-President to high profile event.
- Finalize Portfolio Review in mid November
- Start design of new Cooperative Agreement for APROFAM
- Guide APROFAM in design of their sustainability trust fund

Stanley S. Terrell

Quarterly Report
Third, 2004
07/21/04 to 10/20/04

Oct 20, 2004

USAID/G-CAP
Regional HIV/AIDS Program

Summary of activities:

Regional HIV/AIDS Team Leader, CAM SO 3, IR 4: HIV/AIDS and Other Infectious Diseases Contained and Impact Mitigated

- Continued monitoring partner implementation of program activities.
- Continued work with partners and the Measure Project on the refinement of the Performance Monitoring Plan indicators.
- Worked with PSI/PASMO on reviewing initial results of their BSS/KAP survey and the retail audit information.
- Continued to perform secretarial function for the integrated interagency HIV/AIDS USG core working group headed up by the Ambassador. Coordinated meetings as well as the process to develop a plan for an integrated USG information dissemination program and the development of a national AIDS policy. Drafted a reporting cable.
- Continued work on drafting the program description for the follow on to the regional behavior change and social marketing activity.
- Met with the advisory group to the Human Rights Commission in Honduras to plan a regional forum on human rights and discrimination. Coordinated with the PASCA and Synergy Projects on the USAID support for the forum.
- Met with Kfw to coordinate support for social marketing programs. Coordinated with Kfw and UNAIDS on a regional donors meeting for December as part of the regional forum mentioned above.
- Met and communicated with the new UNICEF regional coordinator on HIV/AIDS for the LAC region on collaboration issues.

- Participated in the CDC/Tulane/PAHO/USAID regional training meeting for second generation surveillance held in Guatemala Sept. 27-Oct. 1.
- Visited the USAID Missions in Tegucigalpa and San Salvador to coordinate development of the follow on to the regional behavior change and social marketing activity with the bilateral programs.
- Continued coordination with Pfizer on the donation of Diflucan for the treatment of opportunistic fungal infections.
- Continued coordination with CDC, PAHO, the World Bank and UNAIDS on drafting a regional strategic plan for HIV/AIDS surveillance and participated in a regional meeting to design the \$8million World Bank donation in San Jose, Costa Rica, Aug. 23-4
- Finalized the procurement and signed the award for a regional trafficking in persons activity (TIP) as an amendment to the AED/PASCA agreement.
- Helped elaborate an MOU between the USG and the Government of Guatemala for collaboration in anti-TIP activities. The memo will be signed by the Ambassador and the Minister of Foreign Relations at the end of the month.
- Participated in a site visit with the DCM for a press event to inaugurate the vocational training center in Tecún Umán on the border of Mexico for women who have been victims of trafficking.

General Office

- Position descriptions and CAJE classifications for FSN 12s were finalized by personnel office personnel office. FSNs retained their grade levels
- Passed on CTO delegation authority for the AED/PASCA project to the FSN-12 under my supervision. Initiated the PER process.
- Prepared info for and participated in further meetings with Mission Management from San Salvador and G-CAP as part of a transition process of the regional platform to El Salvador.

Quarterly Report
Dr. Murray Trostle
July 21, 2004 – October 20, 2004

October 6, 2004

My responsibilities continue to be divided into Senior Immunization Coordinator, Head of Infectious Disease Surveillance Working Group and as a member of the CTO team for the PHRplus Project. This quarter a new responsibility was given to me in order to fill all those empty minutes I have each day around noon. That responsibility is CTO for the new Immunization Basics Cooperative Agreement. In light of my new responsibilities and the fact that the PHRplus contract is nearing completion, I am winding down my work as a member of the CTO team for that project.

Senior Immunization Coordinator

- I provided oversight to the final budget allocations for immunization activities within the Bureau.
- I represented the Agency at the GAVI Board meeting in Washington.
- I represented USAID in a meeting in Geneva to review and make comments on the Global Immunization Vision and Strategy being developed by WHO .
- I provided technical guidance for senior USAID staff around issues of cholera and new vaccines.
- I prepared several SOTA presentations to brief USAID PHN officers on recent developments in immunization.
- I managed the BGH immunization staff within the office .
- I finalized immunization grants WHO for research and communications activities.
- I reviewed a proposal for funding of routine immunization communications made by the Communications Initiative.

Infectious Disease Surveillance

- I finalized the USAID Infectious Disease Surveillance Strategy, 2005-2009. This has been a major undertaking where I have written and new strategy for surveillance within the Agency. The Strategy is still in the process of review and is expected to be adopted in November of this year.
- I worked with CDC to design a new approach to support ID surveillance in Africa. This involved several trips to CDC and lengthy discussions.

- I traveled to Tanzania to work with the government and the mission to develop a proposal to the Global Fund for the expansion of a surveillance project that I have been managing in that country. This involved some very high level negotiations with the MOH, CDC, WHO and the mission.
- I traveled to Uganda to meet with the program managers for the four Field Epidemiology Training Programs in Africa to determine future assistance by USAID.
- I traveled to Atlanta for meetings with TEPHINET to review progress of the organization and ways in which TEPHINET could further support the growth of FETPs.
- I developed and finalized the USAID BGH budget for ID surveillance for FY 04.
- I represented USAID at "Grand Rounds" at CDC in Atlanta where new EIS officers presented details of international and national outbreak investigations.
- I negotiated a grant with WHO for the promotion of biosafety in laboratories handling SARS virus, a laboratory quality control program in Africa, an assistance package to Bulgaria for the development of an improved surveillance system, and a grant program through WHO to FETPs in Africa.
- I had meetings with senior officials at WHO in Lyon and Geneva concerning their surveillance program and future USAID support.
- I continued to represent the Agency on the US government review panel for the International Health Regulations

PHRplus CTO team member

- I managed the PHRplus surveillance activities in Ghana, Tanzania and Georgia
- I attended various CTO meetings
- I participated in the mid-term evaluation of the PHRplus Project
- I reviewed budgets for the project
- I developed a scaling up strategy with PHRplus staff for activities that they have undertaken in Tanzania

Immunization Basics CTO

- An award was made in August for the new Immunization Basics Project and the HIDN office appointed me as the CTO for that cooperative agreement.
- I finalized all the contract issues preparing for the award.
- I developed the funding package for the new start up and arranged for the funding documents to be processed by our finance management group.
- I participated in a start-up retreat with project staff to identify the strategic plan for the project and the main lines of work for the next five years.
- I negotiated field support arrangements with Rwanda, India and DR Congo for immunization activities in those countries through the new project.
- I reviewed work plans for India and DR Congo.
- I traveled to Rwanda to design the work in that country and negotiate with the mission a long-term assistance agreement.

- I reviewed project budgets and staffing patterns.
- I develop portfolio review documents for the new project.

Travel for the next quarter:

- I will be traveling to Beijing in November for the biannual conference of TEPHINET – this has been approved
- I will be traveling to India in November to finalize the project design for an immunization activity under the new Immunization Basics Project – this has been approved
- I will be traveling to Miami to represent USAID on the CDC Consultation on Global Disease Detection (Dec 8-9) – have not yet submitted this for approval

Emily Wainwright - Senior Technical Advisor for Infectious Diseases and Environmental Health
USAID/W Bureau for Global Health

October 20, 2004

Subject: Quarterly Report for 07/20/04 – 10/20/04

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ACCOMPLISHMENTS

I. Support to SO5/Infectious Diseases

- Backstop the SO5 portfolio and the SO 5 Team Leader
- SO 5 budget planning
- Provided technical guidance to the Front Office in responding to legislative issues
- Responded to congressional taskers on various aspects of USAID's Infectious Disease Initiative

II. Tuberculosis

- Provided technical assistance to Regional Bureaus and Missions on the design and implementation of TB programs.
- Member of the TB Working Group
- Lead advisor and coordinator for USAID's program to support approaches to expand the involvement of PVO/NGOs in DOTS implementation.
 - Working with the CSHG Team on the design modifications for the FY05 RFA, the TB Technical Reference Materials and the FY04 DIP and M&E guidelines
 - Working with the TB grantees on the final development of their Detailed Implementation Plans.
 - Provide TA to the 5 grantees under this program with program design and coordination with Missions and MOHs.
 - Coordinate technical assistance efforts between TASC2 TB, CORE & CSTS
- Represented USAID's TB Team at the PVO CORE Group.
- Managed USAID's contribution to the CORE TB working group. Worked with the CORE Group on the development and pilot test of a TB training curriculum. The course was held October 4-7.
- Reviewer for the CORE on documenting PVO contributions to TB programs.
- Worked with CSTS on the development and launch of a TB Virtual Resource Center
- Completed the award of a grant to the Global Alliance for TB Drug Development..
- Participating on TB design team.

III. Surveillance

- Member of the Surveillance Working Group
- Strategic planning and allocation of funds for the Global Bureau's Disease Surveillance Program
- Participating on team to develop a new agency wide strategy.
- Provided technical assistance to regional bureaus and missions on the design and implementation of infectious disease surveillance programs

- CTO - TEPHINET Epidemiology Training Grant
 - Routine project management and technical guidance
 - Working with new Executive Director on strengthening the organizational structure and the technical agenda for the next year.
- **Project Manager E&E Regional Health Information and Disease Surveillance Project**
 - Provided routine project monitoring of WHO and PHRplus activities
 - Tracked the budget and pipeline
 - Coordinated partner activities and funding
 - Negotiated country selection and project design with USAID Missions
- PHRplus Infectious Disease Surveillance (IDS) Contract
 - Member of the CTO team for the Partners in Health Reform Plus Project, responsible for their work in immunization and infectious disease surveillance
 - Reviewed Country Assistance Plans, annual work plans, Technical Directives and Monitoring & Evaluation plans for all IDS Activities
 - Budget tracking and monitoring
 - Backstop the Tanzania and Ghana Infectious Disease Surveillance Project
 - Technical advisor on the development of the Global Leadership Agenda for the IDS portfolio
- Project Manager Georgia Immunization Health Information and Disease Surveillance Program
 - Provided routine project monitoring and technical guidance to activities
 - Review sub-agreements for award under the agreement
 - Provided project updates to Mission and Regional Bureau
 - Track budget and pipelines

IV. CTO for the CDC 1998 and 1999 IAA

- Provide routine project management – vouchers, fields support,
- Prepared 2 major amendments to the 1999 IAA
- Technical support to mission
- Member of Malaria Action Coalition oversight committee
- Closing out of the 98 IAA

V. CTO for Armenia Vaccine Endowment with ANMF

- Routine project monitoring of activities and budgets
- Prepared and distributed project updates for the mission and E&E/GH Bureaus
- Participated in bi-annual board meeting

VI. Global Health Co-Country Coordinator for Nigeria

- Provide routine assistance for Mission in identifying appropriate funding mechanisms, finding mission coverage/technical expertise etc.

VII. Other

- **Member of the Afghanistan working group**
- Global Health Alternate Country Coordinator for Georgia
- Acting CTO for BASICS II & BASICS III
 - Management of project transition. Preparation for project closeout.
 - Hold post-award meeting
 - Project planning for BASICS III

Quarterly Report

Susan Wright, TAACS SDI Division

July 21, 2004 – October 20, 2004

Planned for the Quarter:

1. **Private sector team:** Team members under my supervision have performance evaluations and objectives set for the coming year.
2. **CTO responsibilities: M&L:** Analysis of assessment results and consultations with Mission and other stakeholders lead to decisions on potential next phases of the program.
CMS: All CMS activities still underway are completed by September 30 and/or transitioned over to PSP. Close-out reports and other close-out processes on schedule.
3. **PSP:** TO 1 launched successfully, with workshops and other joint working sessions as appropriate. TO 2 awarded and start-up underway.
4. **Flexible Fund:** GSM awarded and first round of solicitations under GSM underway. New Mobus contract provides continued technical support to the program.
5. **Mission support:** Assistance provided as needed, including possible TDYs to DRC and Kenya.
6. **Other:** PRH report provides graduation guidelines for countries facing phase-out of population assistance.

Key accomplishments of the quarter:

1. **Private Sector Team:** I completed personnel evaluations for four of the six staff under my supervision; performance objectives for the coming year have been identified for all of them. For the remaining two staff members, I am waiting for self-assessments (one of the two is currently on TDY.)
2. **a) Management and Leadership Project (M&L):** Assessment results were presented both to MSH and to USAID staff in late July. The discussions that resulted helped us agree on how to further strengthen this very successful activity in its final year of implementation. In particular, MSH will make efforts to strengthen their evaluation process to more clearly document the specific results and contribution of this activity to overall improvements in delivery of health services. We also began discussions within the PRH Office on potential next phases of the program. This process included: analysis of mission responses as to the usefulness and potential need for this activity in the future; a “gap analysis” performed with CTOs and TAs of other activities in the GH portfolio to ensure that the different activities are addressing critical aspects of health systems strengthening without undue overlap; preparation of briefings for the Senior Staff of the PRH Office; and finally a presentation to the GH front office. Based on the results of that discussion, I will be entering into a procurement-sensitive phase that is likely to take up a significant amount of my time in the coming quarter.

b) CMS: All CMS activities were completed by September 30 other than efforts to prepare and submit any remaining reports and financial transactions. All critical on-going activities in several countries were transitioned over to TO 1 or to a mission funded task order. The final technical report has been prepared and other close-out processes are on schedule.

3. Private Sector Program (PSP):

a) TO 1: Although the technical review for Task Order 1 was completed in the previous quarter, it took quite a bit of further work with the Office of Procurement to finalize the award. Task Order 1 was finally issued on September 22, 2004, to Abt Associates. The purpose of this task order is to provide global leadership, innovation and technical direction concerning voluntary family planning and related health behaviors, products and services in the private sector and coordination across all of the IQC activities. Shyami, Maggie and I are working with the new Director and Deputy Director for TO 1 to assure a timely and efficient start-up. A three-day team-building meeting including the multiple partner organizations and all core staff included in the award was held October 18-20. I provided an overview of USAID's vision for this award, and discussed the strengths and weaknesses we perceived in their proposal.

b) TO 2: The Request for Task Order 2 closed July 20, 2004. I led the technical review for this award, which was completed on August 30, 2004. The purpose of this task order is to provide technical assistance to private sector health care providers to obtain credit. The Task Order was issued on September 30, 2004 to Abt Associates, with the title, *Banking on Health*. We have had planning meetings with the Project Director, and they are planning an initial round of field visits to countries with DCS and/or active loan programs started through Summa.

4. Flexible Fund: The Grants Solicitation and Management (GSM) activity to help implement the Flexible Fund was signed on September 30, 2004. Once the awardee and the unsuccessful bidders have been officially notified by OP regarding this award, we will hold an initial round of planning meetings. GSM will allow missions as well as PRH to support a range of PVO/NGO family planning activities. The follow-on Mobus contract for CSTS+ was awarded, and ORC-Macro has been working with the TAs to support new grantees and also to follow up with existing grantees. They prepared a results report summarizing the main accomplishments of the first year of operation of the Flexible Fund. USAID and the contractor also held a meeting with existing grantees to shape the overall agenda for support to Flexible Fund grantees.

5. Mission Support: **a) DRC:** My TDY to DRC to assist in a procurement panel was cancelled since not enough proposals were received to make my assistance necessary.

b) Kenya: I went to Kenya for two weeks in September to perform a private sector assessment and to assist the mission staff in preparing their next round of planning documents for PEPFAR. I was able to meet with a large number of CAs and other USAID partners to better understand their private sector activities related to health programs and to work with mission staff to better understand their vision of where this work should be headed. I also helped draft a human capacity development scope of work for inclusion in the 2005 COP for PEPFAR. The private sector assessment is not totally complete; I will need to work with the mission to determine how best to complete it.

c) Nigeria: I worked with the Mission GDO and other members of the GH coordination team to make sure that short term assistance was available to the Mission to help with the enormous PEPFAR-related workload.

6. Other: As a member of the graduation working group I reviewed the draft report resulting from the study and made substantive comments. A final draft of this report has been produced. I am also working with the M&L project to post important questions regarding program performance after the end of USAID assistance to update our information on how these countries are doing.

Planned for the Next Quarter (October 21, 2004 to January 20, 2005)

- 1. Private sector team:** Results reporting for June 2003-July 2004 demonstrates high-quality results in the private sector. All team members involved in start-up of new procurements.
- 2. M&L:** M&L management review and senior leadership seminar generate positive feedback. Procurement-related work proceeds on schedule
- 3. PSP:** TO1 workplan reflects GH and mission priorities, and is well underway. TO2 provides support for existing loans programs and identifies new opportunities.
- 4. Flexible Fund:** GSM underway with at least one round of procurements.
- 5. Mission support:** perform assistance related to private sector and/or short-term support to Nigeria, as appropriate.

TAACS QUARTERLY REPORT

July 22, to Oct 20, 2004

Rebecca C. Adams

During this quarter I have been working on a number of tasks that are described as follows:

- Budget Support – During this quarter I have been working with OP and our program office to capture all obligations and contract actions to allow entry into the new Office of Education budget system. The major input/output will occur next quarter.
- Obligations – During this quarter I continued to interface with OP on many contract actions, obligation amounts, and modifications. The Office of Education obligated \$17,222 mil by the end of FY 04.
- Strategic Operations and Coordination (SOC) team – This team is one of three functional/operational teams that were created in the Office of Education. The SOC team, while still undefined with respect to its role, continues to be tasked with numerous actions that range in type from “program office” to office management. The team continues to function with full awareness that the reorganization of the office will necessarily dissolve this team. Actions assigned to me have included preparing for three portfolio reviews: first was the preparation of the internal office of ed review, second was the preparation of the bureau review with the AA. This involved working with our program office to develop a complete data base of all activities, identifying leveraged activities, pipeline analysis, mission-buys, and overall analysis of all mechanisms managed by EGAT/ED. Finally, has been serving as the point person with our program office to prepare the bureau AA for the agency portfolio review with the administrator in late October. This has required me to develop and or respond to a number of writing tasks (eg. describing new FY 05 activities), identifying transfers, outside GDA buys, mission buys, etc.) Finally, I had to respond to the Administrator/PPC’s review questions for the entire office (eg which activity is the weakest performer, why, and how to remedy – this was tricky as you might imagine). I continue to enjoy a great relationship

with the Bureau's Program Office and serve as the program liaison for the Office of Education.

- Reorganization of EGAT's Office of Education – The reorganization process continues and included an additional two-day office retreat during this quarter wherein a basic organizational structure was agreed upon. The Office Director assembled a working committee of 9 people of which I am one member to continue the reorganization process. The working group has met several times in an effort to determine the goals, outline the required steps and undertake selected assignments that will facilitate decision making. I produced a draft function statement with sub-priority areas for basic education and initiated the development of the same for higher education. These will serve as a basis for discussion at the upcoming day-long committee meeting. Our goals include producing function statements for each of the priority areas, defining the organizational arrangement, identifying required labor categories and skill sets, and the amount and type (FS, GS, PASA, TAACS, etc) needed. In addition to producing some of the “homework” assignments I have been briefing the various teams of the status of the work. This continues to be a very delicate and tedious job.
- Procurement – During this quarter I completed the RFP (Sections A through M) for the Assistance to Basic Education (ABE), the upcoming basic education IQC. My co-author retired and I have continued solo. I completed all of the government estimates (that were extensive) and tentatively nominated the technical evaluation committee members). As this quarter is ending I am finalizing all RFP sections with the Office of Procurement. I am also continuing to provide some input to the follow on procurement for evaluation of training and education, GEM II.
- Procurement Planning – During the latter part of this quarter I have helped coordinate the initial procurement plans for FY 05. This will continue into the next quarter until it is finalized.
- Field Support Team – I am also serving on a second functional/operational team in the Office of Education – Field Services. I am a second backstop to Latin America and the Caribbean and assist where and when I can. EGAT/ED has been planning three regional education workshops during this quarter and I worked with the LAC Bureau to develop and finalize the agenda and identify the speakers. I participated in the LAC Regional Education workshop which was held in

Puerto Plata, Dominican Republic. The backstopping for the LAC Bureau's education office has increased dramatically over the last part of the quarter. The Chief of Education retired and a new FSO Chief began in late September. This has caused major upheavals with the LAC education team and has resulted in two team members preparing to leave the Bureau's education team. I have spent a great deal of time meeting with individual team members, the new chief of education and the chief of the technical office.

The day prior to the end of the last reporting period I departed for Haiti to provide support for the emergency relief package of which education received 14.5 million for immediate support to the host government for the education sector. I produced four MAARDs, non-competitive justifications, and finalized 3 scopes of work for the education office. I participated in numerous meetings with USAID's education partners to facilitate the finalization of their annual program statements and budget submissions. I helped the mission determine how to best direct its emergency funds – to textbook and uniform procurement for school children. I also developed an SO budget for the office to allow them to track their obligations over time.

- Other – Numerous other activities occurred during the reporting period in which I was involved. The LAC Bureau requested that I brief the new Mission Director for Haiti. The higher education team requested that I participate in their annual conference of partners as a panel moderator. I am part of a R&D working group of the Education Sector Council. I am a member of the expanded Basic Education group that is preparing materials for distribution within USAID. I have worked with all of the education NEPs and one of the PDO NEPS. I have met with partners, and attended technical and other ad hoc meetings.

David Bruns, Senior Education Advisor, USAID/Uganda
Quarterly Report
July 1 – September 30, 2004

The major activities undertaken in this period were:

SO8 Team Leader. SO8 is the Mission's integrated education, health, and HIV/AIDS program with an annual budget of \$60 million and staff of 18. I was Acting SO8 Team Leader from June 30 to September 1 during the home leave of the team leader. In addition to all the usual management responsibilities of this position, PEPFAR programming was intense. It was during this period that a number of large procurement actions required decisions and follow up. Day-to-day activities management and reactions to issues in each of the sector (education, health, and HIV/AIDS) made me better appreciate the responsibilities of this position.

Activity Management of the UPHOLD/Services Program. The five-year \$86 million UPHOLD Program is 2 years into implementation and focuses on integrated activities within the education, health and HIV/AIDS sectors. UPHOLD also implements a small grants program. Over the past quarter, I have assisted development and issuance of a \$5 million RFA targeting local NGOs and Civil Society Organizations. The average size grant will be \$50,000. I have been working with the UPHOLD team to draft an appropriate RFA that will lead to program's results, ensure Government of Uganda buy-in and participation, implementing a communications strategy to inform NGOs/CSOs about the RFA, and develop the criteria for selection. The RFA was issued in August 2004 and, to date, 700 applications have been received. Another area of focus was designing and adding PEPFAR funds to the UPHOLD Program (more below) and reporting the results of PEPFAR achievements made with FY04 funds.

Activity Management of Basics Education Policy Support (BEPS)/Uganda. In addition to the integrated programs, the Mission also has education-specific programs and I manage the 2-year \$9 million BEPS Program. This quarter, BEPS continued to focus on policy reforms that could improve education in war-torn Northern Uganda. I undertook several trips North (Gulu, Soroti, and Kitgum) to visit Internally Displaced Persons (IDP) camps, schools, and engage local officials to observe and assess what policies could be made or reformed to address the dire situation. The BEPS Program initiated "the Northern Education Forum," a local group of district officials and education stakeholders tasked with meeting and advocating for reforms. BEPS provides the Forum with financial and technical assistance and I have played a part in ensuring the Forum's recommendations are part of the Kampala and central ministry considerations. BEPS also implements an HIV/AIDS prevention program in primary schools, and I have been engaged in rolling out this program nationally and ensuring it receives PEPFAR funding and reports its progress to PEPFAR M&E program.

Presidential Emergency Plan for AIDS Relief (PEPFAR). The USAID Uganda Mission received nearly a 50% increase in its HIV funds in 2004 and will continue to receive increases. This increased funding is accompanied by additional oversight, reporting requirements and coordination with other USG partners (CDC, Embassy, etc.). As noted above, the quarter was very busy in the design of new activities, the procurement actions of selecting new implementing partners, and early monitoring of results.

QUARTERLY REPORT

July-September 2004

John Hatch

Office Responsibilities

Field support continued to be my major activity this quarter. That has included significant time planning for the ANE/EGAT-ED Regional Workshop, and assisting Cambodia with program design. I continued to provide, as CTO for EQUIP 1, support to Missions and Bureaus expressing interest in using the EQUIP mechanism or actually “buying-in.” The ending of DHS EdData produced a ream of Profiles to be reviewed, and the work on replacing DHS EdData with *EdData II* required a great deal of time. The coordination/support role for the Education TAACS Advisors in support of GH and CEDPA also required time.

- Contract Activities
 - *Ed-Data/DHS+*: Reviewed drafts of over ten Profiles and answered questions regarding formatting.
 - *Ed Data II*: Continued involvement with the development and awarding of this contract, for which I will be CTO, took a **great deal** of time this quarter, particularly because DHS Ed-Data was ending and the funds for the new activity had to be obligated this fiscal year.
 - *EQUIP*: In support of LWA 1, attended management and partner meetings, supported Awardee AIR on technical issues; and continued daily phone conversations on issues big and small with the EQUIP 1 Project Director, or her designate when she was out. Read proposed Associate Award Program Descriptions and assisted Missions with conceptualizing and designing appropriate Program Descriptions. Participated in day-long visioning retreat August 27th. In general support of EQUIP attended EQUIP CTO weekly meetings, monthly meetings with the Project Directors, and EQUIP management and Partner meetings which alternate monthly. Reviewed/edited the *EQReview*.
 - *TAACS Recruitment*: Followed up with Missions on potential interests they might have for TAACS, including occasional comments on candidates forward to them; responded to a variety of questions from Helen Farinella regarding Education TAACS recruitment issues; supported TAACS recruitment for my Team.
 - *NMS/Phoenix*: Drafted initial quarterly accruals for SO 1 Team before going to the field; and made revisions to NMS entries as required, including entries for incremental funding of most Team actions. Attended Phoenix training.
- General Office: In addition to e-mails, phone calls and other normal events, work this quarter tended to fall into the following categories:

- *Meetings*: A variety of informational meetings took place with individuals, representatives of contractor organizations, and with USAID staff on various issues.
- *Management*: Diane Leach, my supervisor, left the Agency and Ron Senykoff was made Acting Team Leader of the Field Support (FS) Unit in September. I am also still a member of the Basic Education Team. I have been helping with the design of training programs for NEPs and BS 60. Participated in full day office retreat on office restructuring.
- *Field Support*: Maintained and up-dated the EGAT Technical Support matrix for the ANE region. Continue to serve as an alternate for Education at the Afghanistan Working Group's weekly meetings. Provided TDY assistance to Malawi, Tanzania and Cambodia, and considerable on-line and phone support to Cambodia with design of an Education activity.
- *ANE/EGAT-ED Regional Workshop*: Actively involved in planning the workshop and preparing presentations for it; it will take place October 6-14 in Bangkok.
- *AFR/EGAT-ED Regional Workshop*: After initial planning, this workshop has been postponed until March/April '05.
- *Annual Performance Review*: Reviewed and revised, with Supervisor Diane Leach, at mid-point in the annual contract period, my job description and performance.
- *Meetings*: I attended the usual FS Unit, EGAT/ED staff and Education Sector Council meetings; and one ANE/SPOTS education team meeting
- *Country Reviews*: Responded to request for comments on draft Sector Strategies, and/or Education Strategies/Concept Papers.
- *International Literacy Network*: Was unable to attend the one meeting called for this quarter.
- *International Network on Education in Emergencies*: Reviewed proposed standards that will be presented at the INEE Consultation scheduled for December 2-4 in Cape Town, and that I plan to attend..
- *Mission Briefings/Swearings-in*: Participated in briefing of Jim Sarn (Afghanistan), Louis Coronado (Yemen); and Swearings-in of Patrick Fine (Afghanistan), Jonathan Addleton (Cambodia), and Jim Bednar (Zambia)
- *Educational Relevance*: Participated in a series of meetings on educational relevance that seeks to help define differences in approaches and commonalities of definitions with in the Agency.
- *EGAT/ED Retreat*: Attended second day of planning retreat on August 18, as first day was spent on TEC memo for *EdData II* and related meetings.
- *Short Presentations Attended*:
 - * ANE presentation on Bangladesh
 - * *EQUIP* Exchanges: teacher training through clusters
 - * AFR/SD meeting with Southern New Hampshire University on the Open University of Tanzania
 - * ANE debriefing on Afghanistan

Travel

- Malawi: TDY June-27-July 4 to assist with a TEC.
- Tanzania: TDY July 5-9 to provide support to the office with start-up of the EQUIP1 activity in Zanzibar.
- Cambodia: TDY July 10-14 as part of two person team to assist mission with developing educational plan and SOW for new set of activities.

Conferences

None this quarter

Training

- Attend a session on New Phoenix Configuration.
- Participated on one-on-one training on Outlook, and a presentation on the new EGAT Room Scheduler

Anticipated Special Activities Next Quarter

- EQUIP1 will continue to be the major support activity of the quarter.
- TDY to Cape Town to attend the INEE Consultation and perhaps provide assistance to the Mission, or to go on to Jakarta to assist the mission there with a TEC.
- Start-up activities for *EdData II* RFQ, including debrief, Contract and Technical kick-off, and initial planning meetings and contacting of missions.
- Attend and present at the ANE Regional Education workshop in Jakarta in early October. Some assistance may be provided as well to the planning for the Africa regional Education workshop, set for March/April, and initial planning for the EGAT/ED Workshop to take place in WDC in the summer of '05.
- A few days of vacation will be taken around long national holiday weekends.

Mitch Kirby
USAID/REDSO Senior Regional Education Advisor
Quarterly Progress Report
July 21, 2004 – October 20, 2004

Major Activities for the Period:

During this reporting period I assisted USAID/REDSO, the Sudan Field Office, USAID/Djibouti and USAID/Kenya with a range of technical assistance for education programs in the region.

For **REDSO** I participated on the selection panel for a new Global Development Advisor (GDA) who will promote and develop new public private alliances in the region. I participated and provided technical leadership for the REDSO/HIV/AIDS Partners Workshop. One outcome from the workshop was an agreement to design and implement cross-sector HIV/AIDS education programs in selected countries. During his visit to Nairobi, I participated in briefing meetings with the USAID Administrator.

For the **Sudan Field Office**, I initiated and provided the technical leadership to begin a comprehensive training and institutional capacity needs assessment. I provided briefings, orientations and technical direction for two consulting teams to develop an up to date training needs database and to conduct an in-depth survey and analysis of training needs in southern Sudan. I provided briefings and technical direction for the new grantees from Education Development Center who will be developing an Interactive Radio Instruction program for southern Sudan. In the absence of the Sudan Education Team Leader, I served as the Acting Education Team Leader and assisted with numerous program implementation activities.

For **Djibouti**, while the AID representative was on leave served as the Acting USAID Djibouti Representative. While in Djibouti led a technical evaluation panel to select a Djiboutian Health program specialist; provided technical oversight and supervision for the USAID Djibouti program and office; and provided technical direction for the Djibouti basic education program. Prepared, participated and presented information on the USAID Djibouti program for two visiting Congressional Delegations.

For **USAID/Kenya**, I participated and provided technical leadership for a Joint Education Sector Review program. The joint review was co-led by the Ministry of Education and the World Bank and had more than 60 participants and nearly twenty international development agency partners. I led one of six thematic groups that focused on strategies for improving access to basic education. Our ten person team visited remote and underserved areas in the Northeastern Province of Kenya.

Planned Activities for the next reporting period:

I'll continue to provide technical support for education programs in the region, especially Sudan, Somalia and Djibouti. REDSO held a scheduling conference in early October which will further define technical assistance requests from field missions in the region. The Sudan Basic Education Program will continue to account for at least 25% of my work responsibilities.

Jim McCloud

Quarterly Report

September 19, 2004 – October 20, 2004

Major activities for the period: I arrived at post on September 19, 2004 to take up my new responsibilities as Senior Education Advisor. Following are my activities for that period:

1. **APEP** – Upon arrival, I was assigned as CTO for the Afghan Primary Education Program, an \$87,000,000 basic education project which provides radio-based teacher training, accelerated learning, textbook printing and distribution, and TA to the MOE/MOHE. I have worked closely with the COP to learn about the project and implementation issues. My main areas of activity with APEP have been:
 - *Textbook printing* – Although last year was to be the last round of textbook printing for the MOE, USAID/APEP has again been asked to print and distribute the textbooks for all MOE schools. Danida, has agreed to print the new curriculum texts for grades 1, 4 and will print the remaining primary new curriculum texts (2,3,5,6) for next September. This allows USAID to reduce its own printing burden. I met with World Bank to determine their willingness to support new textbook development and they have indicated their readiness to fund curriculum development for the secondary school textbooks.
 - *TEP* – APEP has provided TA to the MOE to improve the delivery of in-service teacher training as part of the *Teacher Enhancement Program*. The MOE has asked that USAID provide \$5.5 million in funds for an upcoming TT program designed to train all 105,000 Afghan teachers in child centered teaching methodology. There were no funding sources for this training program other than APEP and I didn't want to reduce their funding for this activity. However, I was successful in getting World Bank to agree to fund this program.
 - *Mid-term Evaluation* – The APEP project will end in December of 2005. I am working on a SOW for an mid-term project evaluation to be conducted this to determine how well the contractor is meeting the contract requirements, whether any course corrections are needed, and to provide information for planning the follow-on project(s) to APEP which would need to be in place in time to allow a transition from APEP to the new project(s).
2. **American University of Afghanistan (AUAf)** – I am the USAID point person to establish an American style university in Kabul sometime between September 2005 – March 2006. USAID has \$5.7 million in funds to cover the cost of renovating existing but war-damaged buildings donated to AUAf, constructing new buildings, furnishing/equipping the facility, and paying pre-start-up university staff salaries. I am working with my counterparts in the US Embassy/Afghanistan Reconstruction Group (ARG) and DOD Army Corps of Engineers to obtain cost and feasibility estimates for renovation/building. If as appears likely, USAID funds will be insufficient, my ARG counterpart expects to locate private sector funds to augment USAID funding. The Army Corps of Engineers cost estimate will likely be ready by

late January '05 at which time a determination will be made of the need for additional resources. A market survey/feasibility study will be completed in late October '04 by a private group to determine the Afghan market for such a university and results of this study will also factor into USAID plans for going forward or not with AUAf. It should be noted however, that regardless of the advisability/feasibility of establishing AUAf, there is considerable support to implement by the US Embassy.

3. **Balkh University** – I am developing a linkage between Balkh University, faculty of agriculture in Mazar-i-Sharif and a US university that would provide TA. I will be meeting with the President of the university this week to determine the nature of the TA needed. Funding for the linkage will be \$150,000. An RFA will be developed and circulated by Association Liaison Office for University Cooperation in Development (ALO). Award/implementation is planned for this Spring.
4. **Vocational Training Program** - With my Army Corps of Engineers counterpart, I am developing a training program to upgrade the building skills of an estimated 900 workers on USAID-funded school/clinic construction projects to be carried out this winter. We are also working on building sustainability into this effort so that such vocational training can be continued after USAID funding ends.
5. **MOHE/Salary Enhancements** – SSR Director Jim Sarn and I met with the Minister of Higher Education to explore ways of retaining underpaid university engineering faculty in danger of taking jobs with better paying international organizations or the private sector. As a follow-up, I met with World Bank and obtained their approval for using the Lateral Entry Program to enhance the salaries in question and then met again with the Minister to explain the process.
6. **USAID Education Strategy** – I am working with USAID colleagues, various stakeholders, GOA partners, and international donors to develop a 5 year USAID/Afghanistan education strategy to be completed by December.

Sonjai Reynolds-Cooper
TAACS/Education Advisor, USAID/Jamaica
Caribbean Center for Excellence in Teacher Training (CETT)
July 21-August 20, 2004

This quarter four report presents highlights of activities, accomplishments and challenges for the period July 21-August 20, 2004.

Activities:

This quarter began with a successful Assistant Administrator's visit to the Caribbean Region, including CETT in St. Lucia and culminated with substantial reprogramming of funds and activity in response to the devastation to Grenada and Jamaica caused by Hurricane Ivan. The quarter also included my participation in several trainings and the LAC Bureau Education Workshop in Dominican Republic.

On July 27th, Assistant Administrator for LAC, Mr. Adolfo Franco and his Chief of Staff, Mr. Kevin McLaughlin visited the CETT in St. Lucia. The Sir Arthur Lewis Community College was host for a roundtable discussion with parents, several school principals and CETT staff. A luncheon and 10 minute viewing of a recently developed CETT documentary produced by the Gov. of St. Lucia was also part of this visit.

The Cooperative Agreement amendment I was instrumental in preparing to extend the life of project by one year to September 30, 2006 was approved. In addition, US\$2M was added to the CETT for FY' 04.

In order to position myself to assume greater management responsibility for CETT now that all fiscal responsibility resides at the Mission, I participated in both the Acquisitions and Assistance Management CTO courses in Washington from August 9-20, 2004.

The LAC Bureau held its bi-annual Education Workshop in the Dominican Republic, Sept. 20-24th. The workshop objectives included:

- 1) Addressing issues bedeviling us all: Exchange information on policies and programs

2) Building on Mission strengths and experience: Share experiences of implementation

3) Influencing future directions in education: Develop a joint communication to provide reactions and feedback on recent Education policy and strategy documents

Finally, Hurricane Ivan hit the island of Jamaica and Grenada causing substantial damage to both islands. Subsequently, a voluntary evacuation from post was approved by the U.S State department effective Sept. 14-28th. Since my return on Sept. 28th, I have been actively involved in the reprogramming of funds to respond to the devastation to schools participating in CETT on both islands.

Accomplishments:

- Successfully completed CTO Trainings and now hold CTO certification effective Sept. 8, 04.
- Received favorable feedback from AID/W on the CETT site visit to St. Lucia. It was reported that the visit created "an enormously positive impression" and "sold the Assistant Administrator on the enormous value of the program."
- The CETT Power point presentation made during the Education Conference in the Dominican Republic was well received.
- Successfully negotiated with the New Horizons Project (Bilateral education program) and Mission officers to include CETT Reading Specialists in the 3-day planning workshop. This is the first time that CETT personnel have attended a NHP activity. It is envisioned that their participation will contribute to enhancing the dialog between the two programs in an effort to identify project synergies.

Challenges

No significant challenges to share.

Overall observations

Per my expressed interest, the Mission is beginning to explore my involvement in education activities that are broader than CETT. I have been asked to take the lead in coordinating post hurricane relief efforts in Grenada and to participate in the Caribbean Region Program (CRP) activities. I am also working closer with the NHP and Deputy Team Leader/Education to identify synergies that can contribute to the Mission's new strategy. I am excited about this expanded role and look forward to the challenges that will allow me to grow and better engage in Caribbean education issues.

QUARTERLY REPORT
Norman Rifkin
July 21, 2004 – October 21, 2004

Major Activities Planned for the period:

- Implementation of client centered Education Sector Council meetings.
- Elaboration of additional key issues with resolution of initial issues.
- Key presentations at two regional workshops: Puerto Plata and Bangkok.
- Participation in Task Force on Office Reorganization.
- Improve communications on Sector Council Issues with the field.
- Prepare Briefing paper on Secondary Education.
- Prepare presentation on Education in Countries in Conflict.
- Serve as resource person on education to the Office of Iraq Reconstruction.
- Participate, as required in Informal Working Group on Education.
- Serve on interview committee on New Education Professionals for the Agency.

Major accomplishments of the Period:

1. The largest part of my time this past quarter was engaged in continuing activities associated with the planning, agenda setting, implementation and reporting on Sector Council Activities. The goal of this activity, aside from the obvious sharing of information and discussion of key issues, is to bring all of the education professionals in the Agency together, working as a team, with common objectives and full transparency in operations. So far, the effort has been succeeding. First, attendance is much improved over previous time frames, and second, the "client-centered" approach to these meetings has been well accepted by all. The education sector is not yet speaking with one voice, but it eventually will. A major accomplishment has been the drafting of a new Sector Council Charter that will be ratified at the November 10 meeting. This charter calls for joint rotating chairs and the formation of a committee that will set the agenda for each meeting. It is generally agreed that communications among Regional Bureaus and with field Missions has been poor. In order to improve communications all around, it was decided to use the Global Learning Portal (G LP) as the vehicle to inform the field and to gain feedback and discussion on key points. The Education Sector Council became the pilot for GLP operations and most of the bugs have now been ironed out. There is now much better communication between EGAT/ED and field personnel than there has been in the past. This is improving morale and the credibility of the Education Office. I do not claim credit for the progress described above and in other sections of this report. My role has been that of a facilitator, seeking to bring out the best of the Agency's staff.
2. Over the course of the past three months, much discussion has ensued on the subject of school fees. Congress is asked to make a very large (\$200 million plus) grant to

UNICEF to alleviate the burden of school fees on the part of those who cannot afford to pay. Through the actions of an Education Sector Council committee, a compromise was reached giving USAID the responsibility of conducting a pilot activity which will be studied and evaluated. This issue is fairly well resolved. Another sector council working group on Educational Research has been formed and has begun to function. As it continues its work, its progress will be reported to the field via the GLP.

3. The Policy Advisor had the opportunity to participate in two regional workshops over the past quarter. The first, the Latin America/Caribbean workshop took place in Puerto Plata, DR. At this workshop, I chaired a presentation on the work of the Education Sector Council, the GLP, and staff training. It was well received. I also had the opportunity to engage our LAC field staff on the question of critical issues, one of which related to competency based student assessment. This subject has now been discussed at the level of the Sector Council, and a Community of Practice (COP) on this subject will soon be formed. The second workshop brought the Education staff of Asia/Near East together in Bangkok, Thailand. I served on several panels and chaired a workshop on Education in Countries in Conflict. After a brief Power Point presentation, Missions representing countries in conflict gave an overview of their experiences and best practices. The panel was extremely well received and provided insight into the diverse nature of the problem and the multiplicity of approaches to each country's problem. In Bangkok, as well, I was able to meet privately with most country representatives to discuss key issues. One issue, Islamic schools (Madrassas and Pesantren) will require further examination and discussion, perhaps at the Sector council level.
4. Following an Office Retreat on the subject of reorganization, I volunteered to serve on a task force to make recommendations on this subject. The task force has now met three times and several additional meetings are planned. The task force will complete its work by November 15, 2004.
5. During this quarter, I was asked to prepare a briefing paper on Secondary Education as part of a package to brief new officials in the event that there is a new administration. The brief, which required considerable research on secondary education and best practices is in final draft and will be completed within the next week.
6. I have continued to serve as ad hoc Education Advisor to the Office of Iraq Reconstruction and to our Mission in Iraq. Given the military situation in that country, progress has been slow. Until the Iraq program is able to recruit an education professional, I will continue to play this role.
7. I attended the final meeting of the Informal Working Group on Education, a group of donors that meets regularly but infrequently to exchange views and discuss progress. I was not an official presenter, but took advantage of the opportunity to coordinate with several of the attendees including the Representative of the GTZ (Germany).

8. Finally, I was asked to serve on a panel to interview prospective New Entry Professionals (NEPs) to the Agency. I attended a training session and will interview the first batch on November 5.

Major Activities planned for the next quarter:

1. Continue implementation of Education Sector Council Meetings.
2. Assume role of Cognizant Technical Officer (CTO) of the DOT.EDU activity.
3. Provide Field Support as required, possibly India.
4. Begin work on Agency Operational Plan for Education.
5. Continue the development of the GLP as a primary means of communication with Regional Bureaus and with the field.

Note: EGAT/ED is undergoing a major reorganization. It is conceivable that my role may change considerably as this evolves.

MEMORANDUM

October 29, 2004

TO : The TAACS Team, CEDPA

FROM: John R. Swallow

SUBJECT: Quarterly Report for period July 20—October 20, 2004

With this--my third--quarterly report, I have used the same four categories or types of work as I utilized in the first two quarterly reports. This provides some continuity and uniformity. However, many of the particular "pieces" of work could easily fit into two or even three of the categories. By no means am I listing all of the work I have carried out during this past quarter. Rather, it is a sampling or illustrative list of the tasks, processes, programs, initiatives and/or products with which I have worked. Though they appear as separate, disparate endeavors, really most are inter-related and in truth form something of a mosaic.

Mission Support and Sector Leadership:

LAC education workshop. I performed a variety of tasks both in preparation for the workshop and during the workshop itself, held during the fourth week of September in the Dominican Republic. Preparatory work included team planning meetings here in Washington, consultations with USAID Missions, research and consultation on agenda items and topics, and identifying persons and organizations of experience and expertise. Four of the principal issues or elements of the workshop were items I had proposed and spelled out: (a) the need for high-quality, creative teacher training; (b) evaluation and measurement, and when and how to carry them out; (c) promoting educational reform; and (d) practical, employment-oriented education for youth and adults. Of the relatively few outside resource specialists at the workshop, I suggested, contacted and prepared three of them; they made presentations and interacted throughout the workshop on topics b and d above, as well as accountability and assessment in education. I put together and chaired an apparently well-received workshop session on topic d above whose three presenters were a representative of USAID/Honduras, a Haitian lady who directs a Mission-assisted youth program, and an experienced professional from a leading jobs skills and vocational education center, which was a "new" entity to all but two of us at the workshop. It was a largely successful and satisfying biennial workshop for Mission and Washington staff, as well as the outside consultants and specialists present. Each of the few of us on our small Education Team was quite involved in the planning for and execution of the workshop; my colleague leading the overall planning and organization (Barbara Knox-Seith) did a particularly fine job.

Briefing for new USAID/Haiti Mission Director. At the suggestion of the LAC Bureau's Senior Advisor for Haiti, I formulated and chaired a briefing on education for Erna Kerst, new Mission Director for USAID/Haiti, the day before she was sworn in. Participating in the briefing were two USAID education specialists I invited with long and recent experience helping plan and implement USAID education programs in the country. I consulted with counterparts in USAID/Haiti before the briefing, responded to the Mission's Education Officer who called me as soon as the briefing was over, and reported in writing to my Team Leader, Team colleagues, Director and Deputy Director of LAC/RSD, and to the LAC front office. In summary, Ms. Kerst and the Senior Advisor for Haiti were enthused about and appreciative of the productive 90-minute meeting, as were the other three of us.

Communications to Missions and Washington staff. I wrote a number of memoranda during the quarter that were sent to LAC education personnel in the field and to Washington-based staff. These memos concerned such matters as the new Regional Project on Educational Indicators (PRIE), salient results of USAID/Honduras's education programs, John Kerry's views on education, and interesting results from the regional PREAL educational policy project. Many appreciative messages in response to these and other memos I sent, particularly from our LAC education field staff. As several noted, "They make me feel informed and connected."

University partnership conference and evaluation of the university-USAID relationship. I represented the LAC Bureau by participating in selected portions of USAID's annual three-day University Partnership Conference, especially meeting and speaking with host nationals and the few Mission personnel from LAC countries. I participated in a valuable evening session focused entirely on USAID/Mexico's \$50 million TIES Program, which thus far encompasses 32 Mexican-U.S. university partnerships working in such fields as environmental management, technology innovation, water resources management, trade and trade facilitation, and labor management. At the invitation of the USAID/Mexico TIES Project Manager, who chaired the session of approximately 70 attendees, I participated orally several times. With a related effort, I was one of the few USAID representatives who took part in an afternoon-long meeting the day before the Conference which dealt with the evaluation and worth of the formal university-USAID cooperative agreement (ALO). I had met earlier one-on-one for 90 minutes with the leader of the external team conducting the first ever evaluation of the ALO program.

Education for/with disadvantaged youth in the Dominican Republic. I organized and chaired a briefing by John Helwig, long-time USAID Personal Services and institutional contractor, on the conditions of poor, disadvantaged youth in the Dominican Republic and the innovative program Dr. Helwig heads to provide them with solid alternative educational opportunities. Twenty-seven persons participated in this interesting, inter-active, two-hour meeting, with attendees representing seven different USAID bureaus and offices, five consulting firms, the Inter-American Development Bank, and the U.S. Department of Labor. Eight other persons contacted me saying they

would have wished to attend, but were away on overseas TDYs or otherwise tied up in previously-scheduled tasks.

Analysis, Policy Formulation and Program Development:

Regional Project on Education Indicators (or PRIE). PRIE is an initiative of the Summit of the Americas. Directly following on the previous quarter, much of my work on this new regional project consisted of discussion and negotiation among the OAS/Trust of the Americas, Mexican Ministry of Education (SEP), the LAC Bureau and the lawyer for the LAC Bureau (GC/LAC) on such issues as the extent of the counterpart contribution, and the fact that the Government of Argentina cannot now be a formal recipient of USG/USAID funds due to non-payment on past loans. These and several other issues were handled smoothly and amicably. The grant was finalized on September 27 to the satisfaction of all parties. USAID was given considerable public credit by Government of Mexico authorities for this investment and collaboration at the October 18-19 meeting in Washington, D.C. of the Inter-American Committee on Education (CIE), which this year is chaired by the Mexicans and which represents all countries of the hemisphere.

Education Sector Council. I participated in all four meetings of the Education Sector Council (ESC) during the quarter, and spoke out on such matters as the proposed charter for the ESC, reporting on education programs, proposed training for USAID employees working full- and part-time in education and training, and the draft Agency strategy for education. I also participated in both meetings of the ESC Working Group on Staffing held during the quarter.

Agency Education Strategy. I reviewed and commented on for the LAC Bureau the much-anticipated draft Agency Education Strategy. My memo outlining the documents strengths and especially its weaknesses, omissions and suggestions for fine-tuning was also requested by and shared with several other USAID bureaus. A number of my points were included in a joint response from the LAC, Africa and Asia and Near East Bureaus to the Bureau for Policy and Program Coordination (PPC).

National Systems of Educational Evaluation. Illustrative of the type of analytical work I do, at the request of Cheryl Kim, the new LAC Education Team Leader, I reviewed and reported on "Estado del Arte de Sistemas Nacionales de Evaluacion," a 98-page draft in Spanish on the national systems of educational evaluation of every country in the LAC region. The Assessment and Standards Working Group of the Partnership for Educational Revitalization in the Americas (PREAL) produced this draft document. PREAL is a regional education policy project of which I am Project Manager or Cognizant Technical Officer (CTO). My memo was distributed to USAID colleagues in several other bureaus.

Agency Performance and Accountability Report. On scarcely a day's notice, I assembled and submitted narrative and statistical information on both bilateral and

regional USAID-assisted education programs in the LAC region, and notably progress made in the last 15 months. This is one of USAID's most important annual reports.

Program Management:

Agency Portfolio Review. I assembled and submitted data on the two regional projects for which I am CTO—PREAL and PRIE—plus our regional buy-in to the worldwide Basic Education and Policy Support (BEPS) Project for this Agency-wide, high-level review of projects managed from USAID/Washington. The review of LAC projects was praised, with nearly all projects remaining with the LAC Bureau rather than being transferred to a central bureau.

Project Implementation Review (PIR). For the just-concluded PIR process in the LAC Bureau, I obtained and analyzed data and made qualitative judgments on PREAL and PRIE, and submitted data sheets on these regional projects. The data and narrative information were largely different than those for the Agency Portfolio Review noted above. The PIR for education went quite well in the LAC Bureau.

Budget allocations. With the LAC Education Team and Team Leader, I participated actively in a number of meetings to help hammer out the best possible resolution of the FY 2004 budget for LAC regional education programs. The discussion, openness and sense of compromise among the four of us were quite positive, leaving us with a general sense of satisfaction. This occurred in part because we largely rewarded successful and well-performing projects, and reduced the budgets of one or two "slower" and less successful projects, which allowed funding for some new, previously unanticipated initiatives. In related work, other Team members and I were involved in two accrual exercises on our regional projects during the quarter.

PREAL. I met on three occasions with personnel at the Inter-American Dialogue on the PREAL project. This included my accompanying the new LAC Education Team Leader to PREAL's offices so that she could become acquainted with its personnel and programs, and to discuss PREAL's proposal for significant additional funding for its Report Card and Associated Centers programs.

Coordination, Representation and Communication:

OTI programs. Both at the request of the new Team Leader and on my own initiative, I sought out, analyzed and passed on to LAC colleagues information concerning programs newly-approved and being implemented by USAID's Office of Transition Initiatives (OTI) in the areas of youth, jobs skills training and alternative education in Bolivia, Venezuela and Colombia. OTI programs can be somewhat apart from "regular" USAID initiatives given the different, expedited approval and regulations under which they operate. Thus, we now know what new USAID education programs our field colleagues have in their countries.

Hemispheric seminar on civic education. CIVITAS and the Organization of American States (OAS) during the quarter invited the LAC Education Team to participate in a week-long seminar on civic education in the region. We could not do so since we four were in the Dominican Republic that week hosting the biennial LAC education workshop. However, I arranged for the Chief of DCGA/DG's Civil Society Unit to represent the LAC Bureau and USAID on a panel presentation, coordinating with the principal person at the OAS organizing the seminar. I then communicated with all LAC Missions to request any information on civic education programs they had planned, were implementing and had recently completed. Bountiful information—much of it previously unknown to us—was submitted and used effectively in USAID's presentation.

Administrator's brown bag luncheon. I participated as did most LAC Bureau personnel in a brown bag lunch with USAID Administrator Natsios. The Administrator spoke and then invited questions and discussion. I asked him a question about the Limited Excess Property Program (LEPP), which has existed since 1967, has benefited people in dozens of USAID countries—especially in the LAC region—with USG excess property and equipment, supplied \$33 million in equipment last year while costing administratively just \$300,000 yearly, and is due to expire on December 31, 2004. I am particularly interested since I initiated—working with USAID/Haiti—a proposal to LEPP to assist the education and health sectors in Haiti. Mr. Natsios seemed pleasantly surprised with the question, saying he had not previously heard of this apparently fine program until someone else by coincidence had spoken to him the previous day. He said the LEPP certainly seemed worth the cost, and that he would look into it and its possible continuance.

Fragile States seminar. I attended the CDIE-sponsored seminar to discuss the Agency's draft Fragile States Strategy, especially curious to determine how that evolving strategy might affect education and educational programs. Some updated information was given on the USAID's categorization of and approach to fragile countries, though various elements of the Strategy are not finalized.

**CEDPA Quarterly Report
21 April – 20 July 2004**

**Melinda Taylor
Basic Education Advisor
USAID/Nigeria**

Introduction

During this quarter, I continued in the capacity of Acting Deputy GDO/Acting GDO and Acting SO13 Team Leader -- which often resulted in my delegating responsibility rather than in actual completion of work assignments. However, I have been heavily involved in the following: 1) the start of our new Social Sector Services cooperative agreement, named Community Participation for Action in the Social Sectors (COMPASS), for which I was named CTO, 2) the start of our new Enabling Environment project, for which I am currently alternate CTO, 3) the cooperative agreement with RTI for Kano Education Management Information Systems, 4) follow-up on the DHS EdData Survey, and 5) LEAP teacher training. Thankfully, during this quarter, the role of CTO for the new OICI job creation/development cooperative agreement was transferred to Ann Oden, our FSN Education Program Manager – who is doing a terrific job – and, also thankfully, I took three weeks of R&R to Sardinia and the UK.

Accomplishments during the Reporting Period

General Development Office (GDO)

I continued finalizing the Strategic Objective Grant Agreement (SOAG) for SO 13 this quarter and provided oversight for the development of the SOAG for SO14 (HIV/AIDS & TB) – though my role in the latter diminished with the arrival of a new direct hire for HIV/AIDS, Polly Dunford, late in the quarter. Just before leaving on R&R, this culminated in a formal signing ceremony with the Government of Nigeria, wherein USAID/Nigeria made a commitment of \$460 million to Nigeria for our five-year Country Strategy Plan. By the end of the quarter (again, thankfully!), Polly had taken on many of the GDO responsibilities that I had been carrying out and we seem to have established a good relationship together as SO13 & 14 team leaders.

Kano Education Management Information Systems (RTI)

I again traveled to Kano this quarter, in part to follow up on the EMIS program. This program has continued to move ahead in the development of the EMIS and an auxiliary personnel management system for the Kano State Primary Education Board. While much progress has been made, a number of significant problems with the EMIS exist, which in turn have delayed follow-on activities in the program.

Opportunities Industrialization Centres International (OICI)

Before turning over CTO functions to my colleague, Ann Oden, I completed several start-up responsibilities for OICI – namely, review and revision of the first annual work plan, approval of the Technical Advisory Committee for the program, and consultation on the formal launch of the program currently scheduled for mid-August.

DHS EdData

Field work for the EdData Survey was completed this quarter, and work begun on drafting the preliminary report. As in the past, I have maintained regular contact with the EdData technical coordinator and assistant coordinator, as well as the National Population Commission. This task order has now been extended to mid-December 2004.

Literacy Enhancement Assistance Program (LEAP)

During this quarter, I continued to oversee LEAP's teacher training program (face-to-face and interactive radio instructions), participating for the first time in the final layer of the cascade system of face-to-face teacher training program – when the master teachers (who were trained by LEAP trainers, who were trained by LEAP staff) actually train their fellow classroom teachers. This was a very rewarding activity to participate in at the close of LEAP, as it clearly showed the level of impact LEAP has had on the teaching practice of participating teachers over the past 2-3 years. This day was doubling rewarding as I was accompanied by the Chief of Party of the new COMPASS program – ensuring that she witnessed what COMPASS will be expected to accomplish in new project schools over the next five years.

Community Participation for Action in the Social Sectors (COMPASS)

This agreement was signed at the end of May, and start-up began almost immediately. I worked extensively with the Agreements Office to ensure that the agreement was properly put together and then, once signed, began in my role as CTO. In the first month, this mostly entailed telecons and e-mail communication on the logistics of start-up, but before leaving on R&R I met several times face-to-face with the COMPASS team – most importantly for a meeting to review the agreement page by page, to ensure we are all “on the same page,” but also for a few days in Kano with the new COP. This field visit helped to acquaint her with what LEAP and USAID-funded health programs have accomplished in the state. A copy of a short briefer COMPASS is attached to this quarterly report.

Enabling Environment Program

As for COMPASS, I worked extensively with the Agreements Office to put together this agreement, which was only signed shortly before I left for R&R – and it was actually only when I returned from R&R that I learned that I was made alternate CTO (with the CTO out for the next two months!). Again, a copy of a short briefer on the program is attached to this quarterly report.

COMPASS NIGERIA

Community Participation for Action in the Social Sectors

COMPASS is a new \$95 million, five-year (2004-2009) United States Agency for International Development (USAID) program that supports integrated health and education activities in Nigeria. The program includes family planning/reproductive health, safe motherhood, child health interventions and basic education. COMPASS will cooperate and coordinate with two other new USAID programs, that address HIV/AIDS and tuberculosis (TB), and the enabling environment for health and education. COMPASS will be implemented in four states – Bauchi, Kano, Lagos, and Nasarawa – and the Federal Capital Territory (FCT). The program will reach 50 Local Government Areas (LGAs): 14 in Lagos, 16 in Kano, 6 in Nasarawa, 8 in Bauchi, and 6 in FCT.

COMPASS Goal and Vision

The goal of COMPASS is to create an environment in which all Nigerians are involved in learning, planning and action to improve health and education in their communities. At the end of the program, Nigerians will be powerful advocates, regularly influencing local health and education initiatives. COMPASS envisions mothers delivering babies safely; children living well beyond their fifth birthday; men more involved in education and health promotion for their families; men and women becoming better managers of family health and education; and equitable acquisition of literacy and numeracy skills by boys and girls as community leaders of the future.

COMPASS Approach and Guiding Principles

The community is at the heart of the COMPASS approach and priority is given to community-driven interventions. COMPASS adheres strictly to the guiding principle of using proven best practices and approaches as points of entry for forming Community Coalitions that will expand existing community structures and bring together health and education stakeholders. These targeted structures will include Catchment Area Planning and Action (CAPA), Participatory Learning and Action for Community Ownership (PLACO), National Primary Health Care Development Agency Ward Development Committees, Parent-Teacher Associations (PTAs), Literacy and Numeracy Agenda (LNA) Fora, VISION project site groups, and other community-based and faith-based organizations. Community Coalitions will instill a culture of accountability and serve as the foundation for integrated, sustainable interventions at the local level.

COMPASS uses a life cycle approach to address health and education priority issues such as girls' education; student attendance, retention and enrollment; school health; child survival; routine immunization; polio eradication; nutrition; exclusive breastfeeding; peri- and neonatal care; malaria; family planning/reproductive health; safe motherhood; gender issues; female genital cutting and gender-based violence; prevention of mother-to-child HIV transmission; and TB prevention. COMPASS will be shaped and driven by the needs and priorities of Nigerian stakeholders from the public, private, and non-profit sectors, as well as community-based organizations in the program's focus LGAs.

COMPASS will improve the health status and educational outcomes of 18 million men, women, adolescents and children, who constitute 66% of the total population in the participating LGAs in the five program states. Anticipated end of program results include:

- improved capacity of public sector officials to manage more accountable and transparent social sector programs;
- more compliance on the parts of teachers and health providers with application of basic quality standards;
- health facilities and schools incorporating best practices consistent with standards of practice;
- increased girls' enrollment and achievements through the creation of girl-friendly environments; and,
- regular planning and budgeting for health and education services by LGAs using transparent processes with their constituencies.

The COMPASS operational structure comprises an Abuja-based Central Coordinating Office, five State Offices, and LGA facilitation teams. It is envisioned that the Government of Nigeria will provide office space for the COMPASS State Teams, constituting a significant counterpart contribution to the program.

The COMPASS Partners

Pathfinder International is the lead agency for the dynamic nine-member COMPASS team. COMPASS partners' strengths come from a wide range of relevant technical experience, management expertise and application of standards of excellence. Below are the specific roles and responsibilities of each partner:

1. **Adolescent Health Information Project (AHIP):** responsible for providing guidance on implementation of adolescent education policies. AHIP will help the build the capacity of local community-based organizations and Community Coalitions to implement such policies.
2. **Civil Society Action Coalition on Education For All (CSACEFA):** will coordinate with its civil society organizations to implement education activities; build the capacity of local organizations and Community Coalitions to advocate for and implement integrated health and education programs, and strengthen the linkages between private and public sector health and education stakeholders.
3. **Creative Associates International Inc. (CAII):** responsible for technical assistance in basic education, school health, mobilization of PTAs and national union of teachers.
4. **Federation of Muslim Women's Associations of Nigeria (FOMWAN):** will lead and promote initiatives for social sector services, especially women and girls' education, safe motherhood, child survival, and strengthened education and health programs in Islamiyya schools.
5. **Johns Hopkins University Center for Communication Programs (JHU/CCP):** responsible for ensuring community mobilization, partnership-defined quality, and communications for community support and demand creation.
6. **Management Sciences for Health (MSH):** will provide assistance in child health, immunization interventions (including polio), malaria, and institutional capacity building, especially strengthening community-based organizations.
7. **Nigerian Medical Association (NMA):** will coordinate capacity-building for health workers; review, update, institutionalize and monitor standards of practice and curricula for pre- and in-service training; help to strengthen public-private partnerships; and support performance improvement interventions.
8. **Pathfinder International:** as the prime contractor is responsible for: overall financial, logistical and technical management and coordination of program activities, program grants management, promoting public-private partnerships, family planning/reproductive health interventions, and workplace-based health programs.
9. **The Futures Group International (TFGI):** responsible for program monitoring and evaluation, generation of reliable data, policy and advocacy work at the state and LGA levels, as well as link with policy work at the national level.

The COMPASS partnership will be extended to additional organizations over the life of program to complement activities and technical assistance provided by the core team.

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ENABLING ENVIRONMENT PROJECT NIGERIA 2004-2009

The Enabling Environment (EE) Project is a new \$19.2 million, five-year (2004-2009) program that will help create, strengthen and support the environment necessary for successful, social sector (health and basic education) and HIV/AIDS and TB programs in Nigeria. The EE Project will focus on national level policy development and planning, but by working closely with USAID's new HIV/AIDS and TB and COMPASS cooperative agreements that are focused on improving HIV/AIDS, health and basic education service delivery and utilization, the EE Project will also assist the Nigerian government to better link national, state and local level efforts. The project will improve the coordination of USAID implementing partner efforts aimed at promoting increased access to high-quality, sustainable health and basic education programs and services with a significant emphasis on HIV/AIDS.

Objective and Strategic Approach

Objective: *To create the enabling environment necessary to promote and sustain access to high-quality health and basic education programs.*

Strategic Approach: *Fostering partnerships of organizations that can be leveraged to enhance the environment for integrated health and basic education programs.*

Over the next five years, the project will foster partnerships with Nigerian and international public and private sector organizations to improve the environment for integrated health and basic education programs. The project team will work to improve policies, planning, and financing for, and coordination of, health and basic education programs by building political and popular support for such programs and by increasing civil society participation in policy and advocacy. The EE project will build, strengthen, and support civil society networks and multiplier organizations through a grants program, capacity building activities, building connections with government, and linking health and education civil society partners. Through these activities the project will support the work of other USAID-funded programs, as well as by facilitating coordination and collaboration among these programs, and drawing from them to link national and state level efforts.

Expected Results. Anticipated results of the five-year project include:

- Political and popular support for health and basic education programs will be broadened and strengthened. Family planning/reproductive health, child survival, HIV/AIDS and TB, and basic education programs, policies and plans will enjoy increased support from political leaders and other key stakeholders.
- Policies, plans, guidelines, laws, and regulations will exist and support health and basic education programs. These vehicles will facilitate more effective health and basic education programs and protect the rights of persons with HIV/AIDS.
- State policy making machinery will be better able to own and implement or adopt national level laws, policies, regulations and enabling legislation.
- Civil society engagement in the policy process will increase, as will its ability to implement effective advocacy programs. Civil society organizations, including local communities, will participate in public policy dialogue and will openly and effectively articulate their views on program requirements.
- National public and civil society organizations will become better leaders and capacity builders for organizations under their purview.

- The number of public-private partnerships will increase, civil society networks will be strengthened, and the private commercial sector will more actively support health and basic education programs. Global Development Alliance (GDA) initiatives in Nigeria will be consistent and coordinated.
- Capacity for strategic planning, advocacy, use of information, and policy development will exist and be strengthened. National laws, policies, regulations, enabling legislation and decisions of NGOs and public sector organizations will more routinely reflect the use of data and information.
- Health and basic education programs will receive adequate financial resources, and other barriers to effective implementation will be removed.
- The media will serve as an effective public forum for policy dialogue and will more consistently keep health and education issues in the public view.
- Coordination and cooperation among national and international partners, especially USAID Implementing Partners will be improved. Planning and implementation of USAID-sponsored programs will minimize overlap and maximize impact.

The EE Consortium

Based in Abuja, the EE Project will be implemented by a consortium of seven U.S. and Nigerian non-governmental organizations led by the Futures Group International. Consortium members have made significant contributions to the social sectors in Nigeria, particularly in the area of HIV/AIDS, and in forging partnerships with community organizations. Each member brings specific technical expertise to the program which will be managed and implemented for the most part by Nigerians. The partners' roles are as follows:

1. **Futures Group International:** as the prime contractor, Futures Group will provide overall technical and management leadership in the various program areas, develop partnerships with the private sector, and manage a small grants program.
2. **Academy for Educational Development:** will focus on education and workplace policy.
3. **Johns Hopkins University/Center for Communications Programs:** will lead on democracy and governance issues related to health, handle communications and information, and work with community service organizations.
4. **Pathfinder International:** will work with faith-based organizations and the national legislature.
5. **Internews:** will focus on media campaigns and improve the capacity of journalists to report on health and education issues.
6. **Africare:** will work on policy and advocacy issues, bringing experience with key policy influencers and vulnerable populations.
7. **Action Aid:** will focus on grassroots participation in policy processes related to HIV/AIDS.

Over the life of the project, the EE partnership will be extended to additional public and private sector organizations to complement activities and technical assistance provided by the core team.

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**CEDPA Quarterly Report
21 July – 20 October 2004**

**Melinda Taylor
Basic Education Advisor
USAID/Nigeria**

Introduction

This quarter I continued in the capacity of Acting SO13 Team Leader and have been involved in the following: 1) the start-up of COMPASS, 2) the start-up of our enabling environment project, now named the Enabling HIV/AIDS and Social Sector Environment (ENHANSE) project, 3) the hand-over of the RTI Kano EMIS cooperative agreement to Ann Oden, 4) follow-up on the DHS EdData Survey, 5) close-out of LEAP, and 6) oversight of on-going SO13 actions and activities. Oh, and I was also Duty Officer for the US Embassy for two weeks this quarter, which involved several late night phone calls and follow-up actions and attending twice weekly Country Team meetings.

Accomplishments during the Reporting Period

General Development Office (GDO)

During this quarter, Mission Management has required each SO team to work on the following: Team Charter, Concept Paper, and Activity Approval Documents (by IR) for our new SO. I delegated the drafting of these documents to individual team members within SO13, and then maintained oversight of the process and am now completing final edits on each. In order to properly address the Team Charter, I held a mini-retreat at my home in early October, where all SO13 team members had the opportunity to review/revise and comment on the draft document. We now have a solid Team Charter in place (it is being reviewed by the Program Office), and are in the final stages of completion on the remaining documents. In support of this work, Bunmi Dosumu, Acting Deputy SO13 Team Leader, and I are in the process of planning team building activities scheduled to begin after the new SO Team Leader, Akua Kwateng-Addo, arrives (mid-November) and settles in – therefore, commencing early in the new year.

Other GDO-wide actions that I have been involved with this past quarter include: preparing documentation for, and meeting with, USAID annual report auditors for our old SO3 program (we were the only SO not to have had a material discrepancy found); completing performance appraisals for SO13 team members; providing oversight of both SO13 and SO14 close-outs; pushing forward a new cooperative agreement for malaria social marketing as well as a new RFA for FP/RH social marketing; reviewing a planned UNICEF/WHO child survival activity to ensure that it complements the work we are doing with COMPASS; participating in GDO bi-weekly meetings (chairing one); as well as generally being responsive to the requirements of the GDO, Program Office, and Front Office (Mission's calendar of events, GDO leave schedules, etc.).

Kano Education Management Information Systems (RTI)

I traveled to Kano several times this quarter to follow up on the EMIS program – most recently to meet with the developer who was in-country on a STTA, to see how the system is now functioning, and to hold discussions with the State Primary Education Board (SPEB). While the program continues to move ahead, a number of issues continue to present themselves – the most significant one being that subsequent to our starting work on an EMIS in Kano, a DFID-funded national program on EMIS commenced, somewhat muddying the waters in terms of whether the system we have put in place in Kano will remain or be replaced by a standard system handed down by the federal level.

DHS EdData

My involvement on the DHS EdData survey this quarter has been confined to providing edits and comments on two versions of the preliminary report, which is now complete and in circulation. The full Nigeria DHS EdData report will be complete within the next month and the dissemination conference held December 9.

Literacy Enhancement Assistance Program (LEAP)

LEAP officially closed out on September 30, with numerous meetings on “lessons learned” and “next steps” held during the past quarter. Of particular note was the “Sustainability Forum for Kano and Nasarawa States,” during which each state government committed to more than \$500,000 of funding to keep LEAP activities on-going in their states. This will greatly facilitate the work of COMPASS in education in these two states over the coming year.

In anticipation of the close-out of LEAP, I worked hard to ensure that all necessary teacher training-related data and reports were received, primarily so that when it is time to write our annual report in the next month or so all required information will be at hand, but also to ensure that institutional history and knowledge is maintained.

On a lighter note, my USAID/Nigeria colleagues in education and I hosted a “bon voyage” party for the staff of LEAP in late September.

Community Participation for Action in the Social Sectors (COMPASS)

With the COP for COMPASS taking up residence in Nigeria in early August, and me returning from R&R in the same timeframe, COMPASS start-up began in earnest this quarter. While on-the-ground activities have not as yet been launched, the past quarter has been well spent in terms of formally introducing COMPASS to stakeholders at the national and state levels. To date, high level meetings have been held with the Federal Ministry of Health, Federal Ministry of Education, National Population Commission, the Governors of Kano and Nasarawa states, and the representatives of the Governors of Lagos and the Federal Capital Territory. A meeting with the Governor of Bauchi State is to take place in two weeks time.

COMPASS has also spent considerable time and effort setting up appropriate administrative structures and procedures, and ensuring that the recruitment of the more than 80 staff expected to work on the project is done professionally and transparently – a particularly daunting task as COMPASS has to-date received approximately 3,000 applications for employment. This week, October 16-23, COMPASS is holding a work planning retreat, with significant involvement from

home office partners, and which I will also attend. Frequent but ad hoc meetings with COMPASS have been on-going, but will be formalized into regular bi-weekly meetings in November.

Enabling HIV/AIDS and Social Sector Environment (ENHANSE)

With Lynn Gorton, ENHANSE CTO, now in-country, my time on this agreement has been reduced significantly. My role is now more focused on ensuring the CA is supported appropriately from a technical standpoint by SO13 team members, as well as assisting Lynn in the administrative management of the CA. Again, frequent but ad hoc meetings with ENHANSE have been on-going, but will be formalized into regular meetings in November. ENHANSE work planning happened this past week, October 11-15.